

TURKEY HILL GRANGE #1370

Election Policy¹

1. REFERENCES

- A. Turkey Hill Grange Bylaws, 10 June 2022
- B. Subordinate/Community Grange Manual of the Patrons of Husbandry, 2023
- C. National Grange of the Order of the Patrons of Husbandry, Digest of Laws, 2023 Edition

2. INTRODUCTION

2.1. PURPOSE

Establish policy for nominating, electing, and installing Turkey Hill Grange (THG) officers.

2.2. AUTHORITY

This policy is published according to Reference A, Article III, Section 2. It is authoritative on the policy, process, and procedure for nominating, electing, and installing THG Officers.

2.3. GENERAL

Turkey Hill Grange nominates, elects, and installs officers according to References A, B, and C. The election process is subject to detailed laws in Reference C. Some elected officers are also officers of the Turkey Hill Grange Social Club, an Illinois not-for-profit corporation. Only THG members in good standing may be nominated, elected, and installed. Only THG members in good standing may vote.

2.4. RESPONSIBILITIES

The THG President is responsible for the planning and execution of the Election Policy. The THG President appoints an Officer to be responsible for maintaining this Policy.

3. NOMINATION

3.1. Nominating Team

Reference A requires a Nominating Team to complete a slate of Grange Members nominated to serve as officers. The Nominating Team is composed of the five most recent and available THG Past-Presidents. The most recent Past-President is the Chair of the Nominating Team. The President announces the name of the Nominating Team Chairperson to the membership at a Regular meeting and invites Grange Members interested in serving as an officer to contact the Nominating Team Chairperson or the current President or Vice President.

¹ Executive Board adopted February 6, 2024

3.1.1. Calling the Nominating Team

The current THG President contacts the most recent Past-President about 5 months before the planned election to start the nomination process. The Nominating Team Chair notifies the current THG President when its work is complete.

3.1.2. Meetings

The Nominating Team meets at the pleasure of the Team Chairperson. Meetings may be in person or using electronic media.

3.1.3. Secretary Duties

The Secretary provides the Nominating Team with a list of current THG Officers including their name, contact information, the date they were last elected or appointed, and the number of years they have served in their current office.

3.1.4. Selecting Candidates.

The Nominating Team selects at least one candidate for each Grange Office listed in Reference A. All candidates should meet the following qualifications.

- Member in good standing as of the date of nomination.²
- Agree to serve in the office for which nominated for the term specified.
- Demonstrated consistent, constructive participation in THG meetings, activities, and/or fundraising events during the previous 12 months.
- Have the skills, knowledge, and abilities likely to lead to success in the office for which nominated.
- Officers of the Corporation must have reached the age of majority according to Illinois Compiled Statutes (735 ILCS 5/13-21) before their installation date.

The Nominating Team will contact each prospective candidate before reporting to the Grange membership.

3.1.5. Report of the Nominating Committee

After nominations are opened, the Nominating Team Chair will present their slate of candidates.

3.2. Opening Nominations

The presiding officer opens nominations at the regular Grange meeting as scheduled in Reference A. Once opened, nominations for an office remain open until a Grange member is elected to that office. A motion to close nominations is out of order.³ Any Grange Member may nominate any other Grange Member for a THG office. The prospective candidate should agree to be nominated.⁴

² Ref C, Chapter 10, para 10.4.3

³ Ref C, Chapter 10, para 10.4.1

⁴ Ref C, Chapter 10, para 10.4.1

3.2.1. Multiple Nominations

A Grange Member may be nominated for more than one office but may serve in only one office at a time. Election of Officers proceeds in the order the offices appear in Reference A.

Consequently, if a member is elected to an office, then they cannot be nominated later for a different office. If previously nominated, then their name is automatically withdrawn from nomination for subsequent offices. A Grange Officer who also is the chairperson of a standing committee or team is considered to hold only one office.

3.3. Candidate List

The Secretary records the names of all candidates for each office and reports them in the minutes of the meeting. After the meeting at which nominations were opened, the Secretary publishes a list of all candidates for all offices to the membership by electronic mail (email) or by United States Postal Service (USPS) to members who do not have email.

4. ELECTION

The election of officers is conducted at a THG regular meeting according to the schedule in the Bylaws (Ref A). To the extent practical, the Nominating Team members and candidates for any office should be present at the election. The President normally presides over the election. For election of a President, the President will yield to another Officer, normally the Vice President, to preside over the election. The election process is described in Appendix A.

5. INSTALLATION OF OFFICERS

The ceremony for installation of officers is in Reference B. After a Grange Member has been legally elected the Member is entitled to installation unless objection is made and sustained by a majority vote.

5.1. Schedule

Installation of officers is scheduled according to Reference A. The Secretary notifies all current officers and officers-elect of the installation date and time. The President may request officers and officers-elect wear clothing appropriate for the dignified ceremony. Traditionally, the officers and officers-elect wear a white shirt or blouse and black or navy-blue pants or skirt.

5.2. Installing Officer

The President invites a Past President, an officer of the Illinois State Grange, or an officer of St Clair County Pomona to be the Installing Officer. The Installing Officer should have achieved the Fifth Degree. See Reference B for additional information on the Installing Officer. The President may appoint a Marshall to assist the Installing Officer.

APPENDIX A ELECTION PROCEDURES

A-1 GENERAL

This Appendix describes the election process. The presiding officer, Steward, Assistant Steward, Lady Assistant Steward, and Secretary should review this process before the elections are held.

A-2 SUPPLIES

Be sure the following supplies are available.

- Two containers for ballot collection. A breadbasket or box about the size of a shoe box is adequate.
- Ballots. Usually small slips of blank paper.
- Writing instruments
- List of THG offices and candidates for those offices
- Copy of THG Bylaws and this Policy

A-3 ELECTION PROCESS

A-3.1 The presiding officer asks the Secretary to read the name of the office and the name of the candidates for that office. The presiding officer asks if there are other nominations for that office. If there are other nominations, the presiding officer ensures the person making the nomination is a Grange member in good standing and the same is true for the candidate.⁵ The presiding officer also asks the candidate if they are willing to serve if elected. No nominating speeches are permitted.⁶ A motion to elect by acclamation is out of order.⁷

A-3.2 Elections are by secret ballot. The Assistant Steward and Lady Assistant Steward ensure that each member present has a ballot and writing instrument. The presiding officer instructs the Secretary to read the names of the candidates for the office. The presiding officer then instructs the membership it is their right:

- To vote for one person by writing their name on the ballot. (The Secretary may be asked to restate the names of the candidates providing correct spelling where needed.)
- To write the name of any Grange Member in good standing on their ballot even if they have not been previously nominated.⁸
- To leave the ballot entirely blank. It will not be counted.⁹
- Write the word “blank” on the ballot. It will be counted.¹⁰

⁵ Ref C, Chapter 10, para 10.4.3

⁶ Ref C, Chapter 10, para 10.4.1

⁷ Ref C, Chapter 13, para 13.16.1,

⁸ Rev C, Chapter 10, para 10.4.1

⁹ Ref C, Chapter 10, para 10.2.3

¹⁰ Ref C, Chapter 10, para 10.2.3

A-3.3 Counting Votes

When all members are done writing, the Steward moves forward and stands at the altar facing the Graces. The Assistant Steward and Lady Assistant Steward collect the ballots and move to the altar positioning themselves on opposite sides of the altar to the right and left of the Steward. All ballots are placed in one container in front of the Assistant Steward. The Assistant Steward opens each ballot and hands it to the Lady Assistant Steward. The Lady Assistant Steward reads the name on the ballot aloud, or states “blank” if the word “blank” is written on the ballot, or casts the ballot aside without comment if the ballot is entirely blank. The Secretary records the votes for each candidate and the number of “blank” ballots.

After all ballots are read, the Secretary tallies the votes for each candidate and reports those numbers, the number of “blank” ballots, and the total number of ballots to the presiding officer. The Steward, Assistant Steward, and Lady Assistant Steward return to their stations. The presiding officer announces the name of the candidate with a majority of the votes cast who is elected to the office.¹¹ If no candidate receives a majority of votes, the balloting process must be repeated until a candidate receives a majority.

¹¹ Ref C, Chapter 4, para 4.10.2 (G)