

28TH FIELD ARTILLERY REGIMENT ASSOCIATION

POLICY LETTER #10

ELECTIONS

Proposed by Special Assistant to the President: 24 July 2022

Approved by Board of Directors: 28 August 2022

President's Signature: _____

Introduction – General Description of Elections Team

The Association's Elections Team has the fundamental responsibility of providing oversight for the organization's Board of Directors biennial election process and procedures. To this end, the Election Team sets direction for the Association, provides election oversight, establishes/coordinates policy, plans/implements/oversees biennial elections of BOD, participates in Board meetings to provide status/request input, maintains proficiency with and of procedures and tools, submits budget request, manages elections related applications accounts, and other activities as delineated in the Bylaws.

The Association is governed by a comprehensive Constitution and set of Bylaws that are reviewed biennially at the general membership meeting conducted in conjunction with its reunion. The policy letters serve as guides for the implementation of said Bylaws and provides as an outline for the Board's practice and function.

Role and Function of the Election Team

The Election Team leads effort for the Association in planning, coordinating, and fulfilling its mission of delivering a fair and impartial election for the Board of Directors. Election results are presented to general membership at the biennial reunion. The Team is comprised of active members of the Association appointed by the Board of Directors voting members (or President and 1st Vice President) no later than thirteen (13) months prior to a scheduled biennial reunion.

Core Functions of the Election Team

The success of the Association is based on finding and selecting qualified Board members to direct it. The Election Team is heavily involved in the identification of candidates; planning, coordinating, and implementing the election in a timely, fair, and impartial manner; and accurately reporting the election results to the candidates, Board of Directors, and general membership. Refer to section *Board of Election Timeline based on the proposed Biennial Reunion date.*

The Election Team must act with integrity, discretion, and maintain election security throughout the entire election process. The team should plan for heavy involvement and many communications requirements during Phases 4 and 5 outlined in section *Board of Election Timeline based on the proposed Biennial Reunion date.*

Meetings

The President and/or 1st Vice President will convene an Advisory Board meeting via Zoom to provide guidance and insight in identifying and recruiting candidates for the next Board of Directors. Notice of the meeting will be sent via e-mail to advisory board members by the information technology committee or election team not later than 12 months prior to the upcoming biennial reunion.

Board of Director Meetings - At the request of the President or 1st Vice President, the Election Team will attend Board Meetings beginning 12 months prior to the upcoming biennial reunion. The Election Team should prepare items for consideration to the Board and submit them to the 1st Vice President not later than Wednesday prior to the meeting. The items must be in a PowerPoint format.

Board Election Timeline based on the proposed Biennial Reunion date.

Phases 4 and 5 are periods of heavy involvement and many communication requirements.

Phase 0. T minus 13 Months – Election Team selected and approved by Board of Directors (or President and 1st Vice President).

Phase 1. T minus 12 Months - Reunion date is established and kicks off the Board Election Timeline.

Phase 2. T minus 10-8 Months - Participate in meeting with Advisory Board, consisting of former battalion commanders and sergeants-major.

Phase 3. T minus 6 Months - All existing Board members are polled to see if want to:

- a. Retain their position on the Board
- b. Seek another position on the Board
- c. Hold no position on the Board

Phase 4. T minus 5 Months -

- a. Based on Phase 3, send an email to all members to see if any desire a position on the Board.
- b. Update election online application at www.ElectionBuddy.com. Account access is limited to the Election Team. This will be an ongoing task until final candidate list and membership roster are approved.
 1. Upload membership list and confirm accuracy of user contact information,
 2. Implement a test election, and
 3. Solicit known candidate biographies and photographs.

Phase 5. T minus 4 to 3 Months - Based on the positions filled based on phases 3 & 4 above,

- a. Start calling members asking them to fill the empty positions
- b. Reach out to the members of pre-M109 era who have expressed an interest on being on the Board.

Phase 6. T minus 11 Weeks - Submit final list to the Board for endless discussion and comment. Board approves the final list.

Phase 7. T minus 10 Weeks - Submit the final list of candidates to Association membership.

Phase 8. T minus 8 Weeks – Initiate the Election process

Phase 9. T minus 6 Weeks – Record and review the results with key members of the Board of Directors

Phase 10. T minus 4 Weeks – Notify candidates of the results. The incoming Board members are encouraged to arrive at the Reunion one day early to meet with their counterparts in a formal setting for a transfer of information. Of course, it is encouraged that the outgoing and incoming Board members meet informally prior to the later Board sponsored meeting.

Phase 11. T minus 0 – During Day 1 of the Reunion, a Board of Director Meeting is scheduled. This meeting is attended by the Outgoing and Incoming Board members. On Day 3 at the

General Membership Meeting the election results are formally announced, and the new Board Members are introduced, and the Outgoing Board are recognized for their service to the Association.