

# **Southern California World Service (SCWS)**

## **Officer Election Procedures**

(Adapted for Virtual Platform, 2020)

The following procedures were designed in the spirit of Knowledge-Based Decision-Making (KBDM) to:

- Inform and prepare voting members (registered Group Representatives/GRs) for the election of the five Area Officers (Delegate, Alternate Delegate, Chairperson, Treasurer, Secretary)
- Provide to the GRs information about the Officer candidates: their AI-Anon/Alateen service beyond the group level, related experience and specific qualifications
- Ensure that voters understand the Area Election Procedures, including the method and order in which the Election is conducted
- Ensure confidentiality, reliability, efficiency and speed of voting by utilizing the polling/voting feature on a virtual electronic platform

The deadline for candidate resumés is 60 days prior to the election. Resumés will be published on the SCWS website: ([www.scws-al-anon.org](http://www.scws-al-anon.org)). The deadline to register as a new GR/AGR (in order to vote at the upcoming Assembly) is the first Saturday of the month in which the Assembly occurs or at least 14 days in advance of that Assembly.

### **Voting Procedure--Introduction:**

1. The Area Chair serves as the "Election Chair." In the event that the Area Chair is participating in the election as a candidate for any position, the entire election will be conducted by a Past Delegate serving as the Election Chair.
2. Current or Past District Representatives (DRs), who have submitted a completed resumé (which is found on the SCWS website) by the posted deadline, will be considered to be a candidate for the Area Officer Elections. The Candidates reveal the position(s) they are seeking when they stand for the position during the Election Assembly. Submitting a resumé is not binding: a candidate may withdraw simply by not standing at the Election Assembly. Candidates also may inform the Past Delegate of their withdrawal prior to the Election.
3. The Election Chair reviews the proposed election procedures (below). It is important that everyone understands the method agreed upon for the election of Area Officers.
4. The Election Chair asks for a vote of acceptance of the proposed method of election, below (i.e., two-thirds of the voting members). If another method is considered, it should be clearly understood and agreed upon by  $\frac{2}{3}$  vote of the Assembly.
5. The Election Chair invites candidates who have submitted a resumé--and who have stated that they are prepared, willing, and able to perform the duties of the position for which they are a candidate--to raise their "virtual" hands. They will be called upon by the Election Chair, starting with candidates for Delegate. Each candidate will be asked to read their written response to the question on the resumé form: "Describe why you would be an asset as an SCWS officer."

6. At the time the vote is called, registered GRs will indicate their choice on the Poll when it is displayed on their device's screen.

### **Voting Method:**

1. Confirming count of voters. The Group Records Coordinator takes roll call and records the number of registered GRs in attendance. This number is confirmed by comparing the total number of poll votes cast by GRs (voting members) to the roll call count of voting GRs. ("Not a voting member" votes are not included in the total count.) The Virtual Meeting Host or Co-Host will calculate the correct number of "yes" votes needed to achieve a majority and a  $\frac{2}{3}$  vote (which involves excluding non-voting members and abstentions).
2. Election of Delegate, requires  $\frac{2}{3}$  vote
  - A first ballot (Poll) is taken. The candidate receiving  $\frac{2}{3}$  vote is elected Delegate.
  - If the first ballot does not elect the Delegate, the Election Chair may ask candidates receiving the lowest votes to withdraw. If two candidates each receive at least 40% of the total vote, the Election Chair may ask those two candidates to remain and the others to withdraw.
  - Whether or not names are withdrawn, a second ballot is taken.
  - If still no election occurs, a third ballot is taken between the two candidates receiving the most votes.
  - If  $\frac{2}{3}$  vote still is not reached, the Delegate is selected by lot. The Election Chair will prepare 3x5 cards with the name of each candidate. The Election Chair will clearly display the name cards on their screen, and then the placing of the cards in a "hat". The first name drawn becomes the Delegate.
3. Election of Alternate Delegate
  - Follows the same procedure as for Delegate.
4. Election of Chairperson, requires Majority. Majority is 50% + 1 vote.
  - A first ballot is taken. The candidate receiving a majority vote is elected Chairperson.
  - If the first ballot does not elect the Chair, the Election Chair may ask candidates receiving the lowest votes to withdraw. If two candidates each receive at least 40% of the total vote, the Election Chair may ask those two candidates to remain and the others to withdraw.
  - Whether or not names are withdrawn, a second ballot is taken.
  - If still no election occurs, a third ballot is taken between the two candidates receiving the most votes. The candidate receiving the most votes on the third ballot is elected Chair.
5. Election of Secretary and Treasurer
  - Follows same procedure as for the Chairperson.
6. No Candidate
  - In the event there is no candidate for a position, it will be treated as if a vacancy has occurred.
7. One Candidate
  - In the event there is only one candidate for a position, there will be a majority "yes" or "no" vote.