

National Montford Point Marine Association, Inc.
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ELECTIONS COMMITTEE
STANDARD OPERATING PROCEDURES (SOP)

Amended 9 March 2015

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Revision History

Version	Date	Point of Contact	Email Address	Approved By	Description
1.0	02/05/14	Mr. Forest Spencer	committeechair@montfordpointmarine.org	Dr. James Averhart	Initial Document
2.0	03/09/15	Mr. Forest Spencer	committeechair@montfordpointmarine.org	Dr. James Averhart	Revised page 7, 9 & 10 based on Resolution 14-R0010. Signature date was also added to page 14.

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Purpose

The purpose of this document is to establish the Standard Operating Procedures (SOP) for the National Montford Point Marine Association, Inc. Elections Committee and to ensure the provision of the National By-Laws concerning nomination and election of National Officers are efficiently and justly facilitated.

The establishment of the Elections Committee SOP will be a living document and serve as a guideline for the National Standing Committee Chairman and committee members. This guide will ensure the National Officers election procedure is seamless and professionally executed. This document will not supersede the National By-Laws, but is meant to provide the necessary details to conduct the committee's business.

In accordance with Article Two, Section 2.10 (A) of the National By-Laws, National Officers will be elected on odd and even years of the upcoming National Convention. Due to the sensitivity and role of this Committee and the subsequent activities which affects the Association, their actions must be above reproach. The Standing Committee Chairman will report directly to the National President, or a designee of the National Executive Committee as assigned by the National President.

The composition and guidelines of the Election Committee are outlined in Article Three, Section 3.12 of the National By-Laws.

Detailed Nomination Process

Responsibilities

The Elections Committee shall:

- Be responsible for overseeing the nomination process.
- Be responsible for the preparation and distribution of all official forms related to the nomination process.
- Ensure each candidate is qualified according to the By-Laws.
- Provide official nomination forms to the National Executive Committee and the National Executive Council.
- Forward an official list of candidates to the National Secretary and National Financial Secretary to certify the candidates are in good financial standing. (See Appendix B)
- Resign immediately from the committee if nominated to be a candidate for election.

The Standing Committee Chairman will provide status reports to the National President, or his designated representative as directed.

Candidate Eligibility

- All candidates must have demonstrated competency in the skills required for the office for which they are seeking. Demonstrated competency includes any combination of the following: work experience, volunteer service and/or formal training. See Article Two, Section 2.11 of the National By-Laws concerning “Duties of National Officers.”
- All candidates must submit the Official National Election Candidate Form [Appendix A] and a Campaign Letter (Appendix F) stating his or her qualifications, goals and objectives for the office they seek. The campaign letter will include a short biography and a high-resolution digital photograph.
- All candidates shall officially accept or decline nomination by signing the appropriate section of the Acceptance or Declination Form (See Appendix C). Acceptance of the nomination explicitly indicates the intent to serve the duration of their term, if elected.
- Be prepared to give a three to five minute presentation at the National Convention stating why they wish to hold the specific office for which they are seeking.

Execution Plan

This Execution Plan is presented in chronological order to allow members the ability to plan accordingly and provide notices in a timely manner.

July – September

- All members of the committee shall attend the NMPMA, Inc. National Convention
- Conduct National Elections
- Complete or resolve all action items created at the NMPMA, Inc. National Convention
- Prepare operational briefs for the National Executive Committee
- The Standing Committee Chairman will request proposed dates for upcoming conferences, no later than September 30th, for the purpose of generating a calendar of events

The following schedule of events should be considered:

Milestone	Deadline	Comments
Proposed resolutions submission to Resolutions Chair	90 calendar days prior to the Spring Council	Resolutions should be specific to the election process from this committee
Nomination for National Officers	60 calendar days prior to the Spring Council	

October - December

- The Standing Committee Chairman will continue to prepare for the upcoming operational year.
- The Standing Committee Chairman will contact all Regional Vice Presidents to request members for the Elections Committee.

January – March

- The Standing Committee Chairman will notify the National President when the committee is formed, and all duties have been defined and explained to the members.
- Coordinate with the Credential Committee to determine the Spring Council delegate count.
- All committee members will review the Election Committee's SOP to determine if modifications are required.
- A call for National Office nominations will be sent to all members of the Association via electronic means.
- The committee will confirm candidates are in good financial standing.
- Receive Acceptance / Declination Forms.
- Provide slate of candidates, with biographies, to the Executive Council at the Spring Council.

April – June

- Complete or resolve all action items created at the Spring Council.
- Prepare for elections to be held at the National Convention.

Appendix A - Official Elected Officer National Candidate Form



Your Full Name: _____

Nominee's Full Name: _____

Nominee's Email Address: _____

Nominee's Chapter Affiliation / Region: _____

Check the appropriate box for the nomination:

ODD YEAR

- President
- Vice President
- Recording Secretary
- Financial Secretary
- Treasurer
- Central Region Vice President
- Northern Region Vice President
- Southern Region Vice President
- Western Region Vice President

EVEN YEAR

- Public Relations
- Special Projects
- Veteran Affairs
- Sergeant-at-Arms
- Scholarship Director

Note: Email all submissions to the National Standing Committee Chairman. The National Elections Committee will coordinate with the nominee concerning the submission of the campaign letter as outlined in Appendix F.

Appendix B - Official Certification Form

From: National Montford Point Marine Association Inc., National Standing Committee
Chairman, Elections Committee

To: National Montford Point Marine Association Inc., National Recording Secretary

Subj: NOMINEE MEMBERSHIP CERTIFICATION

1. The following members are seeking a NMPMA, Inc. National Office position. Please certify that each member is in good financial standing.

	Name	Certified		Expiration Date
		Yes	No	
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Signature: _____

Date: _____

*** Return to: National Standing Committee Chairman, Attn: Elections Committee**

Appendix C - Official Acceptance / Declination Form

From: National Montford Point Marine Association Inc., National Standing Committee
Chairman, Elections Committee

To: NOMINEE

Subj: NOMINEE ACCEPTANCE / DECLINATION FORM

1. You have been officially nominated for the following NMPMA, Inc. National Office positions:

- | | |
|---|--|
| <input type="checkbox"/> President | <input type="checkbox"/> Western Region Vice President |
| <input type="checkbox"/> Vice President | <input type="checkbox"/> Public Relations |
| <input type="checkbox"/> Recording Secretary | <input type="checkbox"/> Special Projects |
| <input type="checkbox"/> Financial Secretary | <input type="checkbox"/> Veteran Affairs |
| <input type="checkbox"/> Treasurer | <input type="checkbox"/> Sergeant-at-Arms |
| <input type="checkbox"/> Central Region Vice President | <input type="checkbox"/> Scholarship Director |
| <input type="checkbox"/> Northern Region Vice President | |
| <input type="checkbox"/> Southern Region Vice President | |

2. You may either accept (only one) nomination, or decline all nominations. Please complete either section A or B below.

A. I accept the nomination for the following office: (Check only one)

- | | |
|---|--|
| <input type="checkbox"/> President | <input type="checkbox"/> Western Region Vice President |
| <input type="checkbox"/> Vice President | <input type="checkbox"/> Public Relations |
| <input type="checkbox"/> Recording Secretary | <input type="checkbox"/> Special Projects |
| <input type="checkbox"/> Financial Secretary | <input type="checkbox"/> Veteran Affairs |
| <input type="checkbox"/> Treasurer | <input type="checkbox"/> Sergeant-at-Arms |
| <input type="checkbox"/> Central Region Vice President | <input type="checkbox"/> Scholarship Director |
| <input type="checkbox"/> Northern Region Vice President | |
| <input type="checkbox"/> Southern Region Vice President | |

B. Declination

- I decline all nominations

Signature: _____

Date: _____

*** Return to: National Standing Committee Chairman, Attn: Elections Committee**

Appendix D – Odd Year Official Report of Elections

Total Number of Chapters: _____

Total Number of Delegates: _____

	President	# of Votes
Candidate:	_____	_____
Candidate:	_____	_____
Candidate:	_____	_____
	Vice President	
Candidate:	_____	_____
Candidate:	_____	_____
Candidate:	_____	_____
	Recording Secretary	
Candidate:	_____	_____
Candidate:	_____	_____
Candidate:	_____	_____
	Financial Secretary	
Candidate:	_____	_____
Candidate:	_____	_____
Candidate:	_____	_____
	Treasurer	
Candidate:	_____	_____
Candidate:	_____	_____
Candidate:	_____	_____
	Regional Vice President	
Candidate:	_____	_____
Candidate:	_____	_____
Candidate:	_____	_____

I certify that the above are the results of the 20__ National Elections.

Signature: _____

Date: _____

*** Return to: National Executive Council**

Appendix E – Even Year Official Report of Elections

Total Number of Chapters: _____

Total Number of Delegates: _____

	Public Relations	# of Votes
Candidate:	_____	_____
Candidate:	_____	_____
Candidate:	_____	_____
	Special Projects	
Candidate:	_____	_____
Candidate:	_____	_____
Candidate:	_____	_____
	Veterans Affairs	
Candidate:	_____	_____
Candidate:	_____	_____
Candidate:	_____	_____
	Sergeant-at-Arms	
Candidate:	_____	_____
Candidate:	_____	_____
Candidate:	_____	_____
	Scholarship Director	
Candidate:	_____	_____
Candidate:	_____	_____
Candidate:	_____	_____

I certify that the above are the results of the 20____ National Elections.

Signature: _____

Date: _____

*** Return to: National Executive Council**

Appendix F – Sample Campaign Letter



NATIONAL MONTFORD POINT MARINE ASSOCIATION (NMPMA), INC. OFFICIAL CAMPAIGN LETTER

From: CANDIDATE, Chapter # Name

To: National Montford Point Marine Association Inc.,
National Standing Committee Chairman,
Elections Committee

Subj: CAMPAIGN LETTER

1. Please consider this letter my official notification that I intend to seek nomination as a candidate for the office of *(Insert Position Here)*.

2. State objectives for seeking this position.

3. Insert professional biography.

Insert picture

Iam A. Marine

IAM A. MARINE

Note: All candidates must submit a Campaign Letter stating his or her qualifications, goals and objectives for the office they seek, a short biography and a high-resolution digital photograph.

ELECTIONS COMMITTEE
STANDARD OPERATING PROCEDURES (SOP)
FOR THE
NATIONAL MONTFORD POINT MARINE ASSOCIATION, INC.

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National Standing Committee Chairman

Recorded by:
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National Recording Secretary

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Dr. James T. Averhart, Jr.
National President

9 March 2015
Date



This SOP shall be reviewed annually or as needed for updates