Society of Cable Telecommunications Engineers

Chapter Election Handbook

11/8/2011

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Why Hold Elections?

Elections help promote and encourage the future growth and success of the chapter. Chapters that bring in new people, bring in new ideas, new thoughts and new workers that can help bring more energy to both the chapter and the rest of the board. Even if your chapter does not end up bringing in new individuals onto the board, this is an opportunity to get a re-commitment or decision to step aside from current board members.

People tend to want to be a part of something that is successful, exciting and fun. So hopefully, your chapter will have several people interested in running for the board. If not, you may want to ask some people why they didn't run for the board so that you can see if changes need to be made to the chapter in order to encourage the future success of the chapter. Keep in mind, those running the chapter today most likely will not be in the position to run the chapter 40 years from now, so it is important to continually have new individuals coming on board.

In addition, elections assist in getting more people emotionally connected to your chapter. Some individuals may only show up to the vendor day or one technical training a year. By holding elections, chapter members are provided another opportunity, by completing a ballot, to connect and contribute to the chapter.   Elections are a way to give your entire membership a voice and opportunity to get involved in the success of the chapter.

Elections and Chapter Bylaws

Chapter elections are spelled out in each chapter bylaws (Article V, Article VI and Article, VII). Each chapters bylaws may contain a different process then what is in this handbook; therefore refer to your chapter bylaws prior to election.

For a majority of chapters, the chapter board will appoint a nominating committee whose duty it shall be to seek out and nominate the best possible candidates to run for office. The nominations committee shall notify the secretary in writing of the names of all candidates prior to the elections so that the secretary can either send out a ballot or include this information with the mailing notice of the annual meeting to all members. The nominating committee then collects and tallies all of the results and presents the new board to the membership.   Officer elections are then held during the first meeting of the new board.

Board Member Elections

Nominations

Per your bylaws, the board of directors shall appoint a Nominations Committee comprised of at least one board member who is not up for re-election. All other committee members can be board members, associate board members, chapter members or anyone that the board thinks would be a good fit for the committee. This committee is responsible for gathering nominations, reviewing and recommending the

nominees, coordinating the ballot and tallying and presenting the results. There are several ways that a nominations committee can gather nominations.

Current Board Members

First, the nominations committee will want to see if the current board members up for election are interested in running again for the board. Half of the chapter board is up for election every year, as every board member gets a two year term.   The nominations committee will need to gather information from last year to determine who is up for election and ask those individuals if they are interested in running for election.

Call for Nominations

The easiest way for a Nominations Committee to gather nominations is to send out a call for nominations. The call for nominations can go to the entire chapter mailing list whether they are a member of the chapter or just a supporter of the chapter. This can be issued as a separate email, a statement in the chapter newsletter, posted on the chapter website or in an upcoming meeting notice. The call for nominations should explain the duties involved and estimated time requirement, the benefits of serving on the board, and expectations.

Make sure to give an adequate time to reply. Many individuals are going to need approval from their boss before running for election and therefore in order to maximize the number of volunteers, the nominations committee must give individuals an adequate time to reply. At a minimum, give individuals 2 weeks but the optimal time is 30 days.

Some chapters request candidates hand in a biography, however many chapters just include the name and company on the ballot. Samples of call for nominations are included at the end of the handbook.

Individual Recruitment

The nominations committee can also reach out and encourage specific individuals that they would like to see run on the ballot. The committee can choose to only do outreach at events or by phone and not put out a call for nominations. However, if the committee chooses to only do individual recruitment and not a call for nominations, then the committee must distribute a ballot to the chapter membership, the ballot must have more individuals on the ballot than just listing those currently up for election and the ballot must include a write-in option.

Ballots

Once the nominations committee reviews the nominations they then establish the ballot for elections. Ballots can be sent electronically or paper-based and must be sent to the entire SCTE chapter

membership list. Only SCTE members affiliated with your chapter can vote on your chapter ballot. If you need an updated membership list, contact SCTE chapter support staff.

Whether they are handled electronically or via paper, an important part of the process is keeping the information confidential. The balloting responses must be kept confidential in order to maintain the integrity of the voting process. If for any reason, the chapter or the nominations committee cannot maintain the integrity of the voting process, SCTE staff can facility the vote and ballot.

Electronic Ballots

Electronic ballots can be sent via email and returned to a specific email address or person, by a specified deadline. Provide clear directions and the email address the ballot should be returned to either in the email message or in a word attachment. Another electronic option is Survey Monkey, which is a free online survey tool. It is easy to set up- you establish a username and password, set the wording and candidates and you would include the web link in your message to the chapter membership to direct them to the site to vote. http://www.surveymonkey.com/

Paper Ballots

Paper ballots can be completed at the annual membership meeting or returned by mail instead of offering electronic balloting. A 30 day notice must be given for the membership meeting, with specific details on the purpose of the meeting and that the election will be taking place.

Coin Toss

In the event of a tie between two candidates, a recount of the ballots shall be conducted and confirmed that the membership is equally split. The sitting president will then cast the deciding vote by the flipping of a coin. "Heads" will be assigned to the candidate whose last name appears first in alphabetical order. A quorum of the board of directors shall witness this action.

Officer Elections

In a majority of chapter bylaws, officer elections are a completely different process than board member election.   Officers are elected by the board of directors, unlike the board member elections who are elected by the membership. Officer elections must be held annually and are typically held the first board meeting followed by the board member elections.

Process for Officer Elections

In the case of multiple candidates for an elected position for one of the officers of the board, ballots will be prepared listing the names of all candidates for that position. The voting of the positions should go in the order of how they are listed in the chapter bylaws. Each eligible voter should cast a vote for their first choice. In the event of a tie for first place, a second round of voting will be used to select a winner. In the second round of vote counting, only the tied candidates will be placed on the ballot. Each eligible

voter should cast a vote for their first choice. In the unlikely event that after all votes are counted and no candidate has been declared a winner, the remaining tie will be resolved via a coin toss (see coin toss section under the board member elections).

Term of Office

The term of office for president and secretary is one year but the term of office for treasurer is two years. Keep in mind that only board members are eligible for officer positions, so if the current treasurer was not re-elected to the board during the board member elections, then he/she cannot serve his second year term and the board must vote in a new treasurer.

New officers will start immediately after they are elected into that office. However, it is just as important for the previous officers to provide all of the necessary files and training in a timely manner so that new officers can start right away. Also, remember to let SCTE headquarter staff know about the changes in officers so that they can update the records and send new officers information about their new position.

After Elections

Once the election is complete, the nominating committee or the chapter secretary needs to fill out the Election Results Form and send it to Chapter Support for compliance. Also, the chapter should inform their chapter membership of the election results.

Samples

Request for Nominations Letter

Dear SCTE Member,

It's that time of year again when the <Name> Chapter holds its annual election for the Board of Directors. Being part of the SCTE <name> Chapter board of directors is a rewarding experience for all who participate.

SCTE Chapters provide local networking, professional development, and SCTE certification opportunities to SCTE current and prospective members in over 70 locations across the globe. SCTE's Chapter members are the most active in the Society and are dedicated to educating broadband technicians and engineers on the latest technologies and leadership skills necessary to be successful.

All SCTE members are invited to participate in all chapter events. In addition to educational seminars, chapters also offer:

* Testing opportunities for SCTE Certifications
* Vendor interaction through the Vendor Day
* Competitive broadband competitions including Cable-Tec Games
* Leadership opportunities through participation as an Officer of the Board
* Networking opportunities with local cable and broadband engineers

The board of directors are all outstanding individuals dedicated to their own careers and the careers of others they work with daily. An incoming board member's experience is rather predictable. He or she will likely be teamed with another more seasoned board member to arrange a seminar. The seminar location, topic, speaker, and lunch arrangements are part of the seminar process. Other voluntary committee opportunities also exist for members having time to contribute a little extra.

To get involved in the <name> Chapter, in a word document, send your biography back to me for placement in the election ballot. You will want to tell all the SCTE members about yourself and how you can to contribute to the career advancement of hundreds of industry technicians and engineers. Attached is a sample Bio to work from as an example. Don't be shy and reach for sky. Take control of your career advancement.

Please send your biography via email to <name>, <e-mail> before <date> to be considered for the board of directors. Elections will take place in <Month>. Please feel free to contact me with any questions at <phone> or by email <e-mail>.

Want to Join and Contribute to the Success of the SCTE <Name> Chapter?

Now is the Time!

The <Name> Chapter would like to invite you or someone you may know to join the chapter Board of Directors.

The chapter is calling for Nominations to fill <number> board seats.

If you are interested, please submit your name, company and contact information to <Name> (Email).

Nominations will be open until <Date>. Elections will take place in <Month>. For additional information please contact <Name> at <Phone> or <Email>.

Sample Election Process

Gateway Chapter

1. Nominations Committee selected 10/1/2008
2. Elections Committee selected 10/1/2008
3. 1st Call for Nominations issued 10/9/2008 via email and website

Call for Nominations 2009.pdf

http://www.gatewayscte.org/

4. Final Call for Nominations issued 10/23/2008 via email and website

Final Call for Nominations 2009.pdf

5. Nominations Committee reviews nominations and submits eligible candidates to Chapter Secretary on 11/3/2008
6. Nominations Committee is closed
7. Elections Committee publishes Candidate Profile and issues Call to Vote on 11/5/2008

Candidate Profiles 2009.pdf

8. Election held electronically, via Chapter Website exclusively.

http://www.gatewayscte.org/

9. Elections Committee reviews each ballot and determines eligibility as well as validity
   - Eligibility determined by SCTE Member Active status and Chapter Affiliation
   - Validity determined by appropriate number of candidates selected (1-9)
10. Voting closes 11/24/2008 at 11:59 pm
11. Elections Committee certifies ballots and presents to Board on 12/4/2008

12. Chapter announces email and web notification of election results to the membership 12/8/2008

www.gatewayscte.org

13. Elections Committee is closed
14. Board of Directors votes in 2009 Officers at holiday dinner on 12/10/2008

www.gatewayscte.org

Ballot Sample

Chapter Board of Directors Ballot:

The <NAME> Chapter has <number> (X) Board of Director seats up for election this year. Please vote for <number> (X) of the following candidates:

Name Company	_____	Name Company	_____
Name Company	_____	Name Company	_____
Name Company	_____	Name Company	_____
Name Company	_____	Name Company	_____
Name Company	_____	Name Company	_____

Write In Candidate _____

Please return your ballot via e-mail to <e-mail>
or
fax it to <number>.

Voting will remain confidential.

This Election will be closed <date> at <time>.

Election Results Form

This form is due within thirty (30) days of chapter board elections.

Chapter Name: _____

Primary Contact Person:_____

E-mail: _____**Phone:**_____

Chapter Website: _____

How often are elections held?   ___annual   ___bi-annual

How many board members were up for election?_____

When were the elections held?_____

Who was re-elected (name)?

_____
_____
_____

Who was newly elected (name)?

_____
_____
_____
_____

The following must be attached to meet SCTE's reporting requirements:
   Request for Nominations or Ballot

PLEASE COMPLETE THIS FORM AND RETURN TO SCTE VIA:
EMAIL: CHAPTERS@SCTE.ORG
FAX: 610-363-5898
OR MAIL TO:
CHAPTER SUPPORT
SCTE
140 PHILIPS RD
EXTON, PA 19341