

A topographic map of the state of Vermont, showing its geographical features and terrain. The map is oriented vertically and occupies the left and center portions of the page. The text is overlaid on the map.

**EXCERPTS FOR  
NORTHERN VERMONT REGION  
ELECTIONS**

2010



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**Contents**

	Page
<b>Preamble</b>	<b>1</b>
<b>Excerpts From Eastern Division By-laws.</b>	<b>1</b>
1.5 Officer Eligibility	1
4.1 Eligibility	1
4.2 Term	1
4.3 Election Procedure	1
5.2 Election of Region Director	1
5.3 Region Director Election Procedures	2
5.4 Alternate Region Director	2
5.6 Choosing Alternate Region Directors and Region Delegates (Section Chief(s))	3
<b>Excerpts From Northern Vermont Region By-laws.</b>	<b>3</b>
Section 2.2 Voting Members	3
Section 3.1 Elections	3
Section 3.3 Voting	4
Section 3.4 Notice of Meeting	4
Section 3.5 Region Election Committee	4
Section 5.1 Eligibility	5
Section 5.2 Region Director	5
Section 5.3 Section Chief	5
Section 5.4 Alternate Region Director	5
Section 5.9 Qualifications	6
Section 5.10 Terms of Office	6
<b>Excerpts From Northern Vermont Region P &amp; P</b>	<b>6</b>
Article I Conduct Of Elections	6

## **Preamble**

The purpose of this document is to collect all the information spelled out in the Eastern Division By-Laws, Northern Vermont Region By-laws, and the Northern Vermont Region Policies and Procedures regarding election of Regional Director, and Section Chief in one place.

The By-laws are what we have to do, the P&P is a guide as to how we might do it.

## **EXCERPTS FROM THE BY-LAWS OF THE EASTERN DIVISION**

**1.5 Officer Eligibility.** Only Active Members shall serve as elective officers of the Eastern Division and no officer shall hold more than one Eastern Division elective position. Any Member may be appointed to an advisory position of a Board committee or as a staff member of a Program Supervisor.

**4.1 Eligibility.** Region Director candidates must be Active registered patrollers in the Region which they seek to represent, have a minimum of five seasons of patrolling experience, and have achieved Senior Alpine, Senior Nordic, or Certified status. Members currently registered as Auxiliary Patrollers are qualified to become Region Director candidates if they have met the requirements described above at some point in their patrol career.

**4.2 Term.** The term of a Region Director shall be two years. A Region Director may serve no more than three consecutive terms, if elected, not counting any terms served in accordance with Sections 3.1 or 3.5 herein. The Region Director's term shall commence on April 1, after the election.

**4.3 Election Procedure.** The Region Director shall be elected by a direct vote of the Active Members in such Region as provided in Sections 5.2 and 5.3.

**5.2 Election of Region Director.** Region Directors shall be elected by the Active Members of each Region at the Fall Outdoor Emergency Care Refreshers, or similar meetings held at the same time, requiring attendance of all Patrollers. An Active Member shall be defined as a Member with a NSP registration number reflecting primary membership in a patrol within the Region where the election is being held, excluding Alumni, Medical Associates, Candidates, and Professional Division Members. Members with dual registrations may cast only one vote in the Region of their primary patrol. Region elections within the Division shall be structured so that approximately one-half of the Regions hold their Region Director elections each year. Eight Regions will hold their elections in even numbered years and seven Regions will hold their elections in odd numbered years.

**5.3 Region Director Election Procedures.** Each Region shall appoint a Region Election Committee of at least three Active Members to oversee the nomination and the election process for the Region Director, with one member appointed to act as Chair. The identity of the Region Election Committee

shall be sent to the Chair of the Division Nomination and Election Committee and shall be posted on the Region's website along with a call for candidates and other election notices. Notice of upcoming elections shall be given to the members of a Region by email and such other method as the Region shall decide by no later than January 30th of the year in which an election is to be held. During January of the year in which an election is to be held in a Region, the Division Nomination and Election Chair, or a designate, shall contact the respective Region Election Committee Chairs and remind them of the pending election so that advance election notice and solicitation of candidates can be sent to the Region's Members. Voting shall be by written, secret ballot. Ballots shall contain provisions for write-in candidates. Balloting shall be supervised by the Region Election Committee. Ballots shall not be counted until substantially all of the Patrollers have been given the opportunity to vote, after which, the tally shall be made and the candidate receiving the greater number of votes cast (a plurality) shall be declared the winner. Ties shall be broken in a manner determined by the Chair of the Region Election Committee. Proxy votes shall not be permitted but absentee votes shall be permitted for good cause shown to the Region Election Committee.

**5.4 Alternate Region Director.** Each Region shall identify an Alternate Region Director to serve as Region Director should the elected Region Director be unable to serve or otherwise complete a term. The Region Election Committee shall submit the name of this Alternate to the Division when selected. The Alternate Region Director must meet the Region Director qualifications contained in Section 4.1. The Alternate Region Director may, but need not, attend all meetings of the Board and may have the privilege of the floor if recognized by the Chair and shall have the right to vote and perform other duties and responsibilities as a Member of the Board when acting in the stead of the Region Director or when carrying a proxy vote from a Region Delegate. The Alternate Region Director shall perform such other duties as specified in the Region by-laws or given by the Region Director.

**5.6 Choosing Alternate Region Directors and Region Delegates.** The Alternate Region Director and the Region Delegates may be elected in a similar manner to Region Directors as provided in Section 4.3 or they may be elected or selected by the Region in accordance with the Region's by-laws. The position of Alternate Region Director and Region Delegate may be combined. In such event, that person shall have two votes at the Board of Director's meetings when the Alternate Region Director is representing the Region Director pursuant to Section 5.4 on matters requiring the vote of Region Delegates pursuant to Section 5.7.

## **EXCERPTS FROM THE BY-LAWS OF THE NORTHERN VERMONT REGION**

### **Section 2.2 - Voting Members**

- A) Voting Members for Regional Director shall be defined as all Region Members who may cast votes for Region Director under the Eastern Division By-Laws. Voting members shall each have one vote.
- B) Voting Members for Section Chief and other Region matters shall be all members from Section 2.2.A plus paid patrollers registered with a Q067, Q076 and Q092 prefix.

### **Section 3.1 - Elections**

The Elections of the Region shall be conducted each year at the fall OEC refresher or refreshers, or at a similar gathering requiring attendance of a majority of Voting Members held by calendar year end, for the purpose of casting ballots for the Region Director and two Section Chief's in the last year of their term or filling any vacancy in one or more of the elective offices and conducting such other business as the Voting Members may determine.

### **Section 3.3 - Voting**

Votes for election, or removal, of Region Officers and amendments to these By-Laws shall be by paper ballot. There shall not be proxy voting on Region issues, but absent Voting Members may vote by absentee ballot in writing and signed under such rules as maybe adopted by the Region Election Committee. Any Region matter, other than those described specifically in the by-laws, must be submitted to, and acted upon, at all meetings of members in a fall series of OEC refreshers before adoption, irrespective of the existence of a quorum in the first such meeting. Voting on other Region issues shall be conducted in accordance with rules that maybe established by the Election Committee for that event.

### **Section 3.4 - Notice of Meeting**

Written, personal or telephone notice of voting and/or meetings shall be given to the Voting Members 14 days prior to the date of the meeting giving the place, date and time. The place, date and time of the meeting shall also be posted on the Region web page.

### **Section 3.5 - Region Election Committee**

No later than January 15<sup>th</sup> of each year Regional Director shall appoint at least three active members to the Region Election Committee, as required to meet the Eastern Division By-laws, and to properly staff the oversight of the election.

At least one appointee shall have served on a previous election committee within the past 3 election cycles.

The committee shall appoint one of their number to act as chair of the Election Committee.

Any patroller who is running for an elected office shall be excused from serving on the Election Committee, and shall be replaced by the Regional Director within 15 days of notification of intent to run for office.

The Election Committee shall be responsible for conducting the voting for Regional Director in accordance with the Eastern Division By-Laws.

Election of Section Chiefs shall follow the procedure described for Regional Director.

The Election Committee members shall be selected each year.

#### Section 5.1 - Eligibility

No officer shall be elected or appointed who shall not meet the eligibility requirements of the office in effect at the time of the election, nor shall such officer continue to hold office in the event of later ineligibility.

#### Section 5.2 – Region Director

The Region Director shall be elected by the Voting Members in accordance with the Eastern Division By-Laws. The Region Director shall supervise the affairs of the Region, shall attend all Executive Committee and special meetings and shall perform such other duties as may be given to the Regional Director at any annual or special meeting by a majority vote. The Region Director shall hold no other elective office in NSPS.

#### Section 5.3 - Section Chief

There shall be two Section Chiefs, one from each Section, who shall be elected by the Voting Members for a two-year term. Election for Northern Section chief shall be on even numbered years, and elections for the Southern Section Chief shall be on odd numbered years. The Section Chiefs shall perform such duties as shall be given by the Region Director. The Section Chiefs shall have a vote in all Region and Eastern Division matters as provided by these By-Laws and the Eastern Division By-Laws. The Section Chiefs shall hold no other elective office in NSPS.

#### Section 5.4 - Alternate Region Director

The Section Chief with the longest time served in the current position shall also serve as Alternate Region Director, unless that Section Chief abdicates to the other Section Chief. The Alternate Region Director shall have the power granted by the Eastern Division By-Laws including the power to serve as Region Director in the absence of Region Director.

Section 5.9 - Qualifications

- A) The Regional Director shall have the qualifications as described by the Eastern Division By-Laws.
- B) The Section Chiefs shall have the same qualifications as for Regional Director.

Section 5.10 - Terms of Office

- A) The term and term limits for Regional Director shall be in accordance with the Eastern Division By-Laws.
- B) The term for Section Chief shall be two years. A Section Chief may be elected for up to three consecutive terms, if elected, not counting any terms served in accordance with Section 5.7 herein. The Section Chief's term shall commence on April 1, after the election.

**EXCERPTS FROM POLICIES & PROCEDURES, NORTHERN VERMONT REGION**

**CONDUCT OF ELECTIONS**

The Election Committee shall be responsible for conducting the voting for Regional Director and Section Chiefs and such other matters that may require input from the Voting Members. The election shall conform with the requirements of the Eastern Division By-Laws for Regional Director, Sections 5.2 and 5.3.

Within 14 days of selection of the Election Committee the names and contact information for the Committee shall be posted on the Region Web page along with a call for candidates and other election notices.

Nominations for Regional Director and/or Section Chief shall be submitted in writing to the Election Committee at least 60 days prior to the first balloting. Nominations shall include the nominee's name, biography and position statement.

Prior to balloting the Committee shall receive nominations for Region Director and/or Section Chief, and determine the eligibility of the candidates. At least 45 days prior to the first balloting, the committee shall send the eligible nominees names, biographies and position statements to the Patrol Directors, and post the information on the Region Web page. Patrol Directors should include the nomination information in their annual letter to their membership regarding refresher. Upon receiving the rosters from National, the Regional Director shall make copies of all rosters containing names of voting members of the region. Upon receiving the Professional Division rosters from National, but no later than 45 days prior to the first balloting, the Patrol Directors or Patrol Representatives from Jay

Peak, Smugglers Notch and Sugarbush will make a copy of their Professional Division roster and send it to the Regional Director to be included in the Voter Checklist. This compiled list shall comprise the Master Voter Checklist.

On the day of balloting the Election Committee representative shall:

- Post the nominees names, biographies and position statements at the polling place prior to opening of balloting.
- Supervise the voting.
- Ensure that each voter is on the Voter Checklist, and that their name is checked off when they place their ballot in the ballot box.
- Secure the ballots. This may be done by having a secure ballot box, sealed with a witness, for each refresher. At the conclusion of that days polling, an additional seal shall be placed over the slot used to insert ballots, the Field Voter Checklist shall be affixed to the outside of the ballot box, and the box returned to a safe holding place identified by the committee to await counting.

(This may be as simple as a cardboard box, secured with shipping tape, with a slot cut for the insertion of ballots. A seal could be a single unbroken piece of shipping tape around the box with the signatures of the Election Committee on it. Prior to each polling meeting a copy of the Master Voter Checklist could be made this becomes the Field Voter Checklist. The names of the voters checked off on the Field Voter Checklist in a color other than black. Then when the ballot box and Field Voter Checklist are returned to the Election Committee the names checked on the Field Voter Checklist transferred to the Master Voter Checklist and the Field Voter Checklist affixed to the ballot box for later use in determining the number of ballots that should be in that box. This will prevent someone who as previously voted from voting again because the Field Voter Checklist will have checked all people who have previously voted. It also provides a record of who cast ballots in each box should a ballot box be declared void and a revote becomes necessary)

Within 14 days of the last polling the Committee shall count the ballots, the total number of ballots shall be within +/- 5% of the number of names checked off on the Field Voter Checklist, per polling station, or the polling at that station shall be declared void, the ballots destroyed, and the results shall not be distributed. A re-vote shall be conducted within 30 days of the date the discrepancy is first detected. The Election Committee shall break ties using an impartial method, which they have previously established, and send the names of the candidates prevailing by a plurality to the Region Director, the Executive Committee, and have the results posted to the regional web site.



The Election Committee shall make available absentee ballots for voting members who can show good cause for not being able to attend any refresher in the Region prior to the last polling meeting. After voting the member shall place the filled out ballot inside a plain envelope, seal the envelope, and mark the envelope "Ballot". That envelope shall be sealed inside a second envelope. The outer envelope shall be addressed to the Election Committee, have placed on it the name, return address, and patrol name of the voting member, and be marked "Election Ballot". Upon receiving the returned ballot, the Election Committee shall mark off the voting members name on the voting checklist, open the outer envelope and place the sealed inner envelope in a ballot box to be counted with the other ballots. Absentee ballots shall be postmarked no later than 7 days after the last polling meeting.

Ballots shall be retained for 60 days from the time of counting, in case there is call for a re-count. After 60 days the election shall be certified as final and the ballots may be disposed of. The certified results sent to Chair of the Division Nomination and Election Committee.