Michigan School
Business Officials

ELECTION BOOKLET

(Updated November 2011)

INDEX

	Page
MSBO Bylaws Excerpts	1
Qualifications for Office	4
Term of Office	4
Voter Qualifications	4
Ballot Format	4
Election	5
Counting Votes	5
Determining the Winning Candidates	5
Tie Votes	5
Announcement of Winning Candidates	6
Candidate Guidelines	7
Composition of Election Committee	8
Petition Form	9

BYLAWS EXCERPTS OF THE
MICHIGAN SCHOOL BUSINESS OFFICIALS

ARTICLE I – MEMBERSHIP

Section I. Membership in the Corporation shall consist of Active, School Contracted Associate, Associate, Emeritus, Student, and Honorary members.

(a) Active membership shall be available to persons employed by a Michigan school, college or university, or state agency to facilitate or administrate one or more functions associated with the purpose of the organization as presented in Article II of the Restated Articles of Incorporation. Life memberships acquired prior to April 18, 1986 shall be deemed paid active memberships.

(b) School Contracted Associate membership shall be available to persons who are not directly employed by a school but are working in a school district in the capacity of an active member, and are in some manner involved in the purpose of the organization presented in Article II of the restated Articles of Incorporation.

(c) Associate membership shall be available to persons who are not employees of a school, but are in some manner involved in the purpose of the organization presented in Article II of the Restated Articles of Incorporation.

(d) Emeritus membership shall be available to former active members of the Corporation who are no longer employed as defined in Section I. (a).

(e) Student membership shall be available to full-time students.

(f) Honorary memberships may be awarded by a majority vote of the Board of Directors.

Section II. The right to have a voice in discussions of the Corporation shall be open to all members.

Section III. The right to vote and hold office shall be limited to Active members whose dues are paid for the current year.

Section IV. The annual dues for membership in the Corporation are payable on or before July 1 of each fiscal year:

(a) By majority vote, the Board may approve an increase in dues up to the percentage increase in the U.S. All Cities Consumers Price Index (CPI-U) of the prior calendar year or three (3) percent, which ever is greater. If the Board recommends an increase in dues greater than this figure, it will require membership approval.

(b) Eligible members who have paid their annual dues for the current year shall be entitled to all of the privileges of membership as stated in these Bylaws.

ARTICLE II – BOARD OF DIRECTORS

The Board of Directors shall consist of a President, a President-Elect, an Immediate Past-President, and six (6) other Directors to be elected. The Executive Director shall be an ex-officio member of the Board of Directors. The term of office of the directors who are not also officers of the Corporation shall be three (3) fiscal years unless elected to fill an unexpired term. The Board of Directors may fill vacancies between annual elections; such appointment expires at the next annual election. The Board of Directors may appoint an Associate member (non-voting) to sit at Board meetings.

ARTICLE III – DUTIES OF BOARD OF DIRECTORS

The Board of Directors shall be responsible for the conduct of the business of the Corporation between regular meetings on all matters pertaining to the welfare of the Organization, provided same are not in conflict with the Bylaws.

The Board of Directors shall be vested with the power to call special meetings of the members of the Corporation, to designate the date, time, and place of such meeting together with the reason for calling same. A notice fully stating the reason or reasons for special meetings shall be mailed to each member at least twenty days prior to the date of the meeting. The Board of Directors shall meet at the call of the President. A majority of the Board of Directors shall constitute a quorum.

Other duties of the Board of Directors:

(a) Approve the budget and annual meeting program.

(b) Appoint an Executive Director and define his/her duties.

(c) Establish the compensation of the Executive Director, provide for such other expenses as may be required for his/her official duties, and make provisions for his/her surety bond.

(d) Establish the rules for the conduct of the annual elections.

(e) Make other reasonable rules for the operation of the Corporation's business that do not conflict with the Bylaws.

(f) Establish the time, place, and date of the annual meeting and give thirty

days prior notice thereof to all members.

(g) Employ the services of an audit firm for the annual audit.

(h) Retain a law firm to provide legal services.

ARTICLE VI – COMMITTEES

Section I. Standing Committees: Unless specified to the contrary in this article, appointments to serve on standing committees shall be made by the President prior to September 1.

(c) Nominations Committee (5 members): Membership shall consist of the first five (5) most recent Past MSBO Presidents willing to serve on this committee. The Immediate Past- President will chair this committee. This committee will select and present nominees for elected positions.

(1) Names may be presented to the committee for consideration and possible nomination by submitting a petition bearing at least thirty active member signatures to the committee chairperson on or before December 1.

(2) The chairperson shall obtain acceptance, electronic or otherwise, from all candidates whose names are being nominated prior to any announcement to the membership.

(3) The nominations shall be announced to the membership in written or electronic form at least thirty days prior to the voting.

(d) Election Committee (5 members): The Election Committee shall conduct the annual election in accordance with the rules set forth by the Board of Directors and Article VIII of the Bylaws.

ARTICLE VIII – ELECTIONS

Section I. Provisions shall be made for an annual election by secret ballot, under the supervision of the Board of Directors.

(a) The Board of Directors shall determine the method and time of balloting.

(b) The results of the annual election shall be announced no later than the last general session of the annual meeting.

QUALIFICATIONS FOR OFFICE

Board of Directors: Only Active members (or an emeritus immediate past-president) who have paid their annual dues for the current year are eligible to serve on the Board of Directors.

Officers (President, President-Elect, Immediate Past-President):

1. Active or Life member.

2. Immediate Past-President may be an emeritus member.

3. Must first serve as a member of the Board.

TERM OF OFFICE

Directors (who are not also officers): Three-year term; may be reelected.

Officers (President, President-Elect, Immediate Past-President): One-year term; may not be elected to succeeding terms.

VOTER QUALIFICATIONS

1. Active and life members whose dues are paid for the current year.

BALLOT FORMAT

1. The election may be held electronically as determined by the Board of Directors.

2 The ballot shall clearly indicate the nominees for each office.

3. The maximum number of votes to be cast for each office must be stated (e.g., vote for not more than 3).

4. Where there is more than one (1) nominee for an office, the names shall be rotated so that each nominee's name shall be equally placed in all positions on the ballots.

ELECTION

Voting begins approximately three weeks prior to the Annual Conference and ends approximately two weeks after beginning, as determined by the Board of Directors.

Members eligible to vote will receive notification inviting them to vote in the election.

Members with a valid e-mail address are able to cast their votes electronically for MSBO Board of Director and Officer positions. If an active member does not have a valid e-mail address, a paper ballot will be mailed to them.

COUNTING VOTES

The Election Committee shall receive an electronic tabulation to determine election results. Only the Election Committee shall be authorized to participate or observe the counting or electronic tabulating of the ballots, and the Committee shall announce the winning candidates.

DETERMINING THE WINNING CANDIDATES

The candidate(s) receiving the highest number of votes will be declared the winner(s) (i.e., if three (3) are to be elected to the Board of Directors, the candidates with the three highest vote totals are declared winners).

If one or more open director positions are for a one-year, two-year, or three-year term, the candidate(s) receiving the most votes are elected to a three-year term; the candidate(s) receiving the next highest votes (among those elected) are elected for the two-year term; and the candidates with the fewest votes (among those elected) are elected to a one-year term.

TIE VOTES

In the event of a tie vote, and when breaking the tie will not change the final result (i.e., a two-way tie for first when three are to be elected), the tie shall be allowed to stand. However, when it is necessary to break the tie to determine a winner or to determine the term of office, the following procedure will be followed to break a tie vote.

1. Contact the candidates and ask them to meet with the Election Committee immediately. If it is not feasible to contact a tied candidate or for some reason a candidate does not meet with the Committee, the chairman may name a member to represent the candidate.

2. Place in a container two slips of paper, one saying "elected," the other saying "not elected."

3. Flip a coin to determine which candidate draws first. The candidate with the longest continuous seniority with MSBO will call the coin flip.

4. Each candidate draws one slip from the container.

5. The candidate who draws "elected" is declared the winner.

ANNOUNCEMENT OF WINNING CANDIDATES

Members of the Election Committee (and the Board liaison if one is appointed) shall not release the election results to anyone until the following procedures are completed. An exception to this rule may be made in the case of the current MSBO President if there becomes some good reason for the chairperson to ask him/her to become involved in the process.

1. Prior to the closing of the polls, the chairperson will ask the candidates for a phone number to call if they want to receive the results prior to the vote being made public.

2. Upon determination of the winner and prior to posting the election results, the Election Committee will phone all the candidates who provide phone numbers. This is a courtesy call to unofficially advise them of the election results.

3. Election results will be emailed and posted on the bulletin board in the registration area. The posting is a copy of the ballot that shows the number of votes received by the winning candidates.

4. A formal report to the membership will be presented at a general session of the annual meeting.

CANDIDATE GUIDELINES

PURPOSE: To ensure that all Michigan School Business Officials have equal opportunity for election to the Board of Directors.

ALLOWABLE ELECTION MATERIALS: Candidates are limited to materials prepared by MSBO for election purposes. Each candidate should submit an "MSBO Board of Directors Candidate Form" to MSBO. This form will be used to develop a profile of the candidate to be published in the MSBO Newsletter and on the MSBO Web page. **Candidates are not permitted to use stickers, brochures, or written materials other than the MSBO profile**. However, a candidate may make written requests that a county or regional school business official organization endorse him/her.

DISTRIBUTION OF MATERIALS: Submission of the MSBO Board of Directors Candidate Form is allowed any time after the chairperson of the Nominating Committee has informed the individual of his/her nomination. This information will be posted on MSBO's website and published in the MSBO Newsletter. A candidate may reproduce copies of this information for use as a handout when speaking in person to a group or asking for endorsement from a county or regional school business officials group.. Stickers, campaign buttons, or campaign materials other than the materials provided through MSBO, may not be used or distributed at any time during a campaign.

CAMPAIGN EXPENSES: Each candidate is limited to $300 direct expenses with an additional $100 in-kind limitation.

CAMPAIGN REVENUES: Candidates are encouraged to solicit support from local or regional MSBO groups. Under no circumstances may vendors be solicited for campaign funding or contribute to an individual's campaign.

CANDIDATE RESPONSIBILITIES: The candidate assumes all responsibility for adherence to election guidelines for the candidate and the "candidate's election committee."

MSBO RESPONSIBILITIES:

1. Provide space in the MSBO Newsletter, ***eNews & Views*** for all candidate information.
2. Prepare Candidate profile sheets for distribution in the newsletter and on MSBO's website.
3. Monitor and facilitate all election activities.

FAILURE TO FOLLOW ELECTION GUIDELINES MAY DISQUALIFY THE CANDIDATE AND VOID ELECTION RESULTS AS DETERMINED BY THE BOARD OF DIRECTORS.

COMPOSITION OF ELECTION COMMITTEE

The Election Committee is composed of five active MSBO members who are qualified to vote in the annual election. The MSBO Board Liaison to the committee will serve as a member of the committee. However, the following members are not eligible to serve on the committee:

1. Current MSBO officers

2. Candidate for any office

The chairperson is responsible to see that the Committee conducts the election in accordance with the rules set forth by the Board of Directors and as provided by the Bylaws.

MSBO BYLAWS
ARTICLE VI – COMMITTEES

c) Nominations Committee (5 members): Membership shall consist of the first five (5) most recent Past MSBO Presidents willing to serve on this committee. The Immediate Past-President will chair this committee. This committee will select and present nominees for elected positions.
(1) Names may be presented to the committee for consideration and possible nomination by **submitting a petition bearing at least thirty active member signatures to the committee chairperson on or before December 1**. (Contact information for the MSBO Immediate Past President is located on the MSBO website on the Board of Director's page.
(2) The chairperson shall obtain acceptance, electronic or otherwise, from all candidates whose names are being nominated prior to any announcement to the membership.
(3) The nominations shall be announced to the membership in written or electronic form at least thirty days prior to the voting.
(d) Election Committee (5 members): The Election Committee shall conduct the annual election in accordance with the rules set forth by the Board of Directors and Article VIII of the Bylaws.

CANDIDATE NAME: _____

SCHOOL DISTRICT:_____ **DATE:** _____

	MSBO Active Member Name (Print Name)	School District	Signature	Date
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
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16.				
17.				
18.				
19.				
20.				

Submit as many pages as necessary to meet the 30-signature requirement.
Please Note: Only active members, employed directly by a public school district can sign the petition.