

APPENDIX II

**MFANTSIMAN OLD GIRLS' ASSOCIATION
(MOGA)**

**ELECTORAL PROCEDURES
FOR
EXECUTIVE OFFICERS**

ELECTORAL PROCEDURES

1. Introduction

In pursuant to the declaration of elections of officers, the following procedures shall guide the conduct of the elections

2. Eligibility to Vote

- The MOGA constitution stipulates that voting eligibility shall be determined by members not being in 3 months arrears in dues and having attended at least 3 meetings in the preceding year.
- Each member shall be entitled to one vote
- Voting in absentia or by proxy is allowed (*please inform the secretary if you wish to do this*)

3. Eligibility for nomination and election to office as an executive member

The following positions are up for members to be elected into:

- President
- Vice President
- Financial Controller
- Executive Council Chairperson (*Endowment Fund*)
- Legal Counsel (*Advisory - to be appointed by Executive Committee*)
- Secretary
- Assistant Secretary
- Chapters' Chairperson
- Public Relations Coordinator
- Assistant Public Relations Coordinator
- International Coordinator (*Voluntary Service*)

To be considered eligible for any of the above positions, a member must have shown some commitment to and support for the progress of the association by having paid at least what amounts to six months' dues and having attended at least four meetings

The secretary and financial controller shall publish a list of all members eligible for election into office by the above criteria before elections

The list shall be made available on the day of the elections. Other abilities and qualities of members to be elected to be considered by the electorate have been published separately.

A member on the published list for eligibility into office who is absent at the meeting on the election day, but who is considered executive officer material may be voted for in absentia as long as her consent has been obtained.

4. Declaration of intent by members: Non-availability to serve as officer

Members who for personal reasons may not wish to be considered for nomination and election shall declare their intention on the day of the election before the nominations commence this year. They must inform the secretary (by email, telephone or letter) before the list of eligible members is published. This is to ensure that non-willing members are not elected only to be reluctant officers and to avoid time being wasted on electing members only for them to decline to accept the position. Members would not be required to disclose reasons for not making themselves available for election to office.

5. Nomination and election process

- a. Any member may nominate one person to be considered for election to each position, commencing with the President. Nomination shall be by a nomination paper signed by the nominee accented to the nomination. Nomination papers to be provided by an independent returning officer who shall oversee the whole nomination and election process and declare the results at each stage.
- b. The nominations shall be counted and matched with the job description of the particular position before a nominee can be considered for election.
- c. The election of nominees shall be by secret ballot and one name shall be written on each ballot paper.
- d. A nomination or election paper indicating more than one name shall be considered null and void, so would a nomination paper indicating a member who is not eligible for nomination.
- e. The elected member with the most votes would have won the election and in the cases of the President and Secretary the person in second place shall be Vice President and Assistant Secretary respectively.
- f. Where there is a tie, a second round of elections would be held for a clear winner to be declared.
- g. The election for each position shall be completed and a winner declared before the elections for the next position shall take place. The voting shall be in this order:
 - President and Vice
 - Secretary and Assistant
 - Financial Controller
 - Executive Council Chairperson (Endowment Fund)
 - Chapters' Chairperson

- Public Relations Coordinator and Assistant

- h. The decision of the independent returning officer shall be final
- i. Where there is a dispute the current President, Financial Controller and Secretary will review and their decision will be final.
- j. The Chairperson may vary these procedures with the agreement of the members present if this simplifies the process.

6. Swearing New Executive Committee members' appointments

The outgoing President in the presence of the Legal Counsel shall swear the new executive officers into office at the end of the elections.