

Election
of
Lodge Officers
Handbook

*Revised
February 2022*

FORWARD

This handbook is intended to be a useful tool to provide you with information and guidelines that will not only clarify the process to elect officers, but ensure a smooth transition of officers with optimal efficiency for the lodge and its membership.

This handbook in no way supersedes the Constitution and General Laws of The Moose currently in effect, which should be read in its entirety and specifically Chapter 33 that explains the election process.

We hope this handbook will answer any questions you have regarding the election process. However, if you are confused or still have a question about the procedures involved you should:

(1) Study the General Laws (Chapter 33) and this handbook to clarify the point of issue in question.

(2) After studying the General Laws, if you are still unsure or unclear on the point or issue, talk with other experienced members (i.e. ***Past President) your District President, a State Officer, your Regional or Territory Manager.

(3) After exhausting (1) and (2) above, if time allows, submit your question in writing, to the Compliance office for clarification. If not and time is of the essence, call the Compliance office for assistance at (630) 966-2207. Written questions may be faxed to (630) 966-2208.

Good Luck! - Moose International Compliance Office

*****Any reference to Past President in this handbook also applies to Past Governors earning their designation prior to May 01, 2021.**

(In effect as of February, 08 2022- Please disregard all previous editions)

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CHAPTER ONE

INTRODUCTION

A. Purpose of Elections

Every lodge is required by the Constitution and General Laws to hold an election of officers in April each year. The only exceptions are: (1) a newly instituted lodge, (2) one that has received written approval from the Moose International Compliance Office, based upon membership action, or (3) an emergency situation requiring the election to be changed or waived.

Every lodge is incorporated and required to have corporate officers. The corporate officers: President, Vice-President, Secretary, and Treasurer are the elected President, Vice President, Administrator and Treasurer, respectfully. The election of officers is important because lodge members are simultaneously electing both the fraternal and corporate officers of the lodge. The corporate officers are legally responsible for the corporation and have a fiduciary responsibility to protect and preserve corporate assets.

A progression through the chairs of the lodge is recommended for the best interest

and success of the lodge. While it is not compulsory, in those cases where progression through the chairs is followed, more qualified and experienced officers are elected resulting in continued good business practices in the lodge and social quarters.

However, if this is not possible, the information in this booklet and the "Question and Answer" section should be carefully reviewed to avoid any possible misunderstanding or confusion in connection with the nomination and election of officers.

This information should be made available to the Nominating Committee for its meetings. Consequently, many questions can be settled immediately, which would otherwise require correspondence and delay if referred to the Moose International Compliance Office for decision.

We are confident that if you properly understand this information, the nomination and election of officers will proceed in a correct manner and cooperation and harmony will prevail within the lodge and its membership.

CHAPTER TWO

ELECTED LODGE OFFICERS

A. Responsibilities of Officers

The Nominating Committee should familiarize itself with the various duties and responsibilities of each office in order to convey this information to prospective candidates. Primary responsibilities include:

President:

They shall preside at all lodge meetings, preserve order, apply and enforce all the laws of The Moose and appoint certain officers, chairpersons of standing committees and the Financial Review committee as required by the General Laws. They shall chair the Board of Officers, be a member of most other lodge committees and oversee the deposit of lodge funds. They, or the Treasurer, shall sign all checks drawn by the Administrator. They shall order members dropped or expelled from the rolls when deemed proper, oversee visitation of the sick and, when requested, make arrangements for memorial services.

The President may impose reasonable fines upon lodge members for offenses or misconduct committed in their presence in meetings, anytime on lodge property or during lodge sponsored activities off lodge property. Any member failing to pay the fine within thirty (30) days after written notice may be dropped from the rolls of the lodge.

They may declare any office vacant (except Jr. Past President) if the office holder has had three unexcused absences (See Section 35.10).

Vice President:

During the absence of the President, they preside over meetings of the lodge. In case of vacancy in the office of President, they become the Acting President and perform all the duties and responsibilities of the office of President. They are a member of the Mooseheart-Moosehaven Admissions Committee and perform all other duties required by the laws of The Moose.

Chaplain:

In the absence of the President and Vice President, they preside over the deliberations of the lodge. They perform all other duties required of them by the laws of The Moose. They serve on the Financial Review Committee as a member, but not as its chairperson. It is their duty to visit the sick, disabled and distressed, whenever possible, and make a full report at each lodge meeting.

Treasurer:

They shall receive and receipt (initial) all deposit slips of the lodge, and with the President and Administrator, be custodian of all securities and perform all other duties required of them by the laws of The Moose. They, or the President, shall sign all checks drawn by the Administrator. They shall relinquish all lodge property to their successor.

They perform the duties and responsibilities of Administrator if that office becomes vacant until the Board of Officers appoints an Acting Administrator, or the lodge elects an Administrator.

Trustee(s):

They shall inventory all furniture and fixtures and other physical property of the lodge at least once each year, examine and approve all bills (except recurring overhead items) and make recommendations regarding their payment. They shall perform all other duties as required by the laws of The Moose. The Trustees shall compile an annual inventory of the physical property of the lodge and a monthly inventory of merchandise for resale.

Junior Past President:

The office of Junior Past President is not an elective position, but is served by the retiring President, if that term was completed and began before November 1st. In the event the retiring President cannot serve or is unavailable, the next available Past President, who completed their term in order of juniority, shall serve. Past President is a condition and not an office. They may declare the office of President vacant if the President is absent from three (3) regular/general membership meetings of the lodge, Board of Officers' meetings, lodge enrollment ceremonies or a combination thereof without being excused from the presiding officer(s).

B. Qualification

Only lodge members whose dues are paid and in good standing may be considered for elective office. To be an elected officer of a lodge, the officer must be a member of that lodge. The offices of Treasurer and Trustee only require that the member be in good standing at the time of the Nominating Committee report.

A member is not eligible for the office of President, Vice President or Chaplain unless their membership in the lodge in which they seek office equals or exceeds six (6) months preceding the date of the election. (This does not apply to a newly instituted lodge.)

A member must have served at least one (1) term [twelve (12) full months] in another elective office [not a combination of one (1) year in elective offices] of the lodge in which they seek office before their name may be placed in nomination for the office of President.

Exemption from these qualifications requires a special dispensation from the Chief Compliance Officer and will only be granted in exceptional circumstances. A special dispensation will only be granted after the Chief Compliance Officer receives a dispensation (form) signed by a majority of the Nominating Committee stating that no other qualified member has applied for that specific office.

FORM A in the "Forms" section of this handbook can be used to request a dispensation for a member who has less than six (6) months service in the lodge if the Nominating Committee desires to place them on the ballot for an office with this minimum requirement.

FORM B in the "Forms" section of this handbook can be used to request a dispensation for a member who has not served a complete twelve (12) months term in another elected office of the lodge, and the Nominating Committee desires to nominate them for the office of President.

FORM C in the "Forms" section of this handbook can be used to request a dispensation for a member who has served two consecutive terms in an office. The Nominating Committee must want to nominate the member for a third term ***and not have received any other applications for that office.***

NOTE: No elected officer shall be eligible to serve more than two (2) consecutive terms in any one (1) office unless a dispensation is obtained from the Chief Compliance Officer. A dispensation will only be granted in exceptional circumstances and for compelling reasons. (Note: This provision does not apply to Administrators. Acting Administrators serve for a period not exceeding six (6) months. Elected Administrators serve for a term of satisfactory service.)

C. Eligibility Requirements

Any member desiring to run for an elective office shall submit their name to the Nominating Committee at least one (1) week prior to the date the Nominating Committee is required to make its report at a regular/general membership meeting.

(Suggested format for submitting name for consideration by the Nominating Committee)

I, _____,
(Include first, middle (and/or nickname) and last name)
wish to be considered for the office of

(state title of office)

*I recognize the responsibilities and duties of the office
and am willing to devote the necessary time and effort
required by the office if elected.*

Signature

Date

A member under suspension because of disciplinary charges preferred against them, is eligible as a candidate for election to office if their dues are current and they are not otherwise disqualified. If found guilty of a charge affecting their membership, or if they have been removed from office rendering them ineligible to hold office for three (3) years, the office shall be declared vacant and the lodge shall proceed to fill the vacancy according to Section 33.10 of the General Laws. No member shall be eligible for election to more than one (1) office in the lodge at the same time.

D. Ineligibility

Any member removed from office by the Chief Compliance Officer for disciplinary reasons, or who resigned from office at the request of the Chief Compliance Officer, is not eligible to hold office again for a three (3) year period except upon prior written dispensation from the Chief Compliance Officer. If the penalty fixed on a disciplinary charge is "Removal from Office", by a Commissioner, the removed officer shall thereafter be ineligible to hold any office except by special dispensation from the Chief Compliance Officer. An office declared vacant in accordance with Section 35.10 of the General Laws is not considered a "removal" from office.

CHAPTER THREE

NOMINATING COMMITTEE

A. Appointment

The Nominating Committee is probably the most important committee of the lodge. Success of the lodge depends to a great extent on this committee nominating good officer candidates to the membership. Members of the Nominating Committee should not consider this duty lightly. Careful evaluation should be given to individual qualifications (with particular emphasis on leadership ability), and the willingness of each individual to contribute their time and effort to the best interests of the lodge.

The President shall appoint the Nominating Committee not later than the last regular/general membership meeting in February for the general election, and not later than three weeks (3) prior to any special election. The committee must give a verbal report in the regular/general membership meeting and, in addition, give the Administrator written notice of the time and location of the committee's meeting(s). The notice must be attached to the lodge minutes.

The Nominating Committee is composed of:

1. **Eight (8) elected officers of the lodge.**
2. **Five (5) Past Presidents in their order of juniority by service in that lodge (if the lodge has so many available.)**
3. **Five (5) members of the lodge to be appointed by the President who are either appointed officers, committee chairpersons, or Past Governors/ Presidents (honorary or by service).**

A larger committee may be assembled when the lodge deems it necessary for the good of the lodge. The President of the lodge is generally the chairperson of this committee, but if the President declines, another qualified member may be appointed by the President to chair the committee.

B. Procedure

To properly perform its duties, it is recommended that the Nominating Committee hold at least three (3) meetings. The first meeting should be used to establish the general rules of procedure to be followed by this committee. The committee should interview all members desiring to be nominated prior to deciding who will be nominated. All actions of the Nominating Committee shall be by majority vote.

The Nominating Committee's primary responsibility is to select at least one (1) member for each of the elective offices to be filled. Any nomination must be based upon the member's qualifications, their desire to run for office and their availability to serve. The committee may nominate more than one (1) member for a particular office for the membership's consideration. The committee may also on its own consider and recommend qualified candidates.

To provide for open and candid discussions regarding the qualifications of members desiring to be nominated for office, comments made by committee members during meetings of the Nominating Committee should be held in the strictest of confidence.

C. Reporting

A written report listing the nominees by office must be presented to the lodge at a regular/general membership meeting. This report must be submitted at least two (2) weeks prior to the date of the general or special election. These names are placed upon the official lodge ballot for those offices requiring use of paper ballot (versus voting sign of The Moose). No nominations may be made from the floor. The written copy of the Nominating Committee report must be attached to the lodge regular/general membership meeting minutes. A sample report of the Nominating Committee is included in the "Forms" section of this handbook labeled as **FORM D**. After the written report has been given to the lodge, the Nominating Committee is automatically dissolved. Subsequent elections require the formation of a new committee.

D. Vacancies

Vacancies occurring prior to November 1st shall be announced at a general membership meeting by the President and filled by special election. The President must appoint a Nominating Committee whenever a special election is required by virtue of a vacancy due to a death, resignation or forfeiture of an office (except Administrator). This reformation of the Nominating Committee is a new committee appointed in accordance with the General Laws. The Nominating Committee is not a standing committee.

On or after November 1st, if a vacancy

occurs in any elective office other than President or Administrator, the office shall be filled by appointment by the President until the next general election, **subject to approval of the membership**. On or after November 1st if a vacancy occurs in the office of President, the appointment shall be by the Board of Officers, subject to approval of the membership until the next general election. **All vacancies occurring on or after November 1st shall be filled by appointment. A special election cannot be held.**

In those situations requiring a special election, the Nominating Committee should perform its responsibilities promptly and should deliver its report to the lodge at a regular/general membership meeting as quickly as possible after its appointment and organization. The special election may be held not less than two (2) weeks following the written and verbal report of the Nominating Committee.

For good cause shown, the Chief Compliance Officer may issue a special dispensation waiving any election and authorize the vacancy be filled by appointment.

The Chief Compliance Officer may declare any office vacant for a violation by the office holder of the General Laws or policies of Moose International and appoint a qualified member of the lodge to fill the vacancy created.

CHAPTER FOUR

PETITIONING

A. Requirements/Eligibility

Any eligible member who has submitted their name to the Nominating Committee for a specific office and not nominated, who desires to be nominated for that office, may have their name placed upon the official ballot, by valid petition, for that office only.

If the Nominating Committee nominates a member for a particular office and the member declines to run for that office, they may not later change their mind and run for the same office by petition. A member nominated for an office to which they did not express an interest and who has declined the nomination for that office, may be considered for another office by submitting their name to the Nominating Committee for the office they desire. If they are not nominated for the office they seek, they may submit a valid petition for that office.

The petition must contain signatures of at least ten (10) percent of the lodge's first five hundred (500) members and five (5) percent of the membership in excess of five hundred (500). All signers must be in good standing and not in arrears for dues at the time of signing the petition. The petition must contain the member's printed name, Moose membership identification number, signature and the date they signed it.

B. Procedures

Petition sheets, similar to **FORM E** in the "Forms" section of this handbook can be obtained from the lodge Administrator after the close of the meeting at which the Nominating Committee makes its report to the lodge of the nominees. Any signatures appearing on a petition prior to the report of the Nominating Committee are invalid and void.

The properly completed petition must be delivered to the Administrator at least one (1) week before the regular or special election. No paid employee of the lodge shall be involved in any electioneering or the circulating of petitions. Petitions may be circulated on lodge property in accordance with reasonable rules established by the Board of Officers. Reasonable rules usually include a prohibition against circulating a petition at meetings, special social events, during meals, etc.

C. Invalid Petitions

No petition shall be honored that carries signatures placed upon it prior to the official report of the Nominating Committee to the membership at a regular/general membership meeting. The Administrator should initial and date all blank petition forms before handing them out to qualified petitioners.

CHAPTER FIVE

CAMPAINING

A. Policy

The printing, circulating or distribution of resolutions, letters, tickets, other written or printed matters, or through any electronic media by a member or anyone acting on their behalf, suggesting, recommending, opposing or containing the names of any proposed candidates for office, is strictly prohibited. Electronic media includes email, social

networking sites, websites, blogs and text messages. Electronic media does not include the use of the telephone to call a member friend or member relative. For any violation of this section, the Chief Compliance Officer may suspend the membership of the offending member(s) and, declare the election of such officer(s) void and order a new election. **Verbal campaigning is allowed.**

CHAPTER SIX

ELECTION COMMITTEE

A. Appointment

The President shall appoint an Election Committee composed of three (3) good standing members of the lodge, who are not officers or candidates for elective office. They shall conduct the election, pass on all questions concerning the election, count the ballots and make written report to the lodge of the election results.

B. Procedure

The Election Committee is responsible for security and at no time shall any ballots or the ballot box be left unattended by a member of the committee. The committee must ensure that only members of the lodge in good standing are allowed to vote. Ballots should be counted (not numbered) to verify the number of members voting with the number of ballots used. The ballots shall remain sealed and secured for safe keeping in a locked area located in the lodge for a period of forty-eight (48) hours after the election. The ballot box must be sealed and initialed by the Election Committee members. If there is no written challenge to the election within forty-eight (48) hours, the ballots shall be destroyed.

C. Reporting

Upon completion of the voting, the ***Election Committee will retire to the back***

of the lodge room to count the ballots. After the ballots have been tallied, the Election Committee prepares, signs and files a written report with the lodge. The presiding officer verbally reads the report to the lodge.

A sample report of the Election Committee is included in the "Forms" section of this handbook as **FORM F**. It is required that each member of the committee sign the report and the report be attached to the lodge minutes.

D. Election Challenges

If written challenge is made to a member of the Election Committee within forty-eight (48) hours of the closing of the election, they shall continue to impound the ballots pending final determination by the Election Committee, the Chief Compliance Officer or appellate tribunal. Challenges or complaints regarding the election process **must** be made to the Election Committee. The challenger must be allowed to witness the recount along with the Election Committee.

(Reminder - The Election Committee must keep a record of all ballots issued. The ballots shall **not** be numbered. After the election has been decided, the ballots must be held for at least forty-eight (48) hours in the event a challenge is made.)

CHAPTER SEVEN

VOTING/ELECTION

A. Voting Sign of The Moose.

For those offices having only one (1) nominee, the lodge may (by approval of the membership) dispense with the necessity of a paper ballot and conduct the election using the usual voting sign of The Moose. This must be decided at a regular/general membership meeting prior to the election and should immediately follow the Nominating Committee's written report of the nominees selected. Typically, an election by the voting sign of The Moose will be held for all uncontested offices and an election by paper ballot for only contested offices. However, it is permissible to conduct an election by paper ballot for each nominee. Any "uncontested" nominee receiving one (1) "yes" vote is automatically elected, as "no" votes are not counted. The purpose of conducting an election by the voting sign of The Moose is to streamline the election process and alleviate the unnecessary use of a paper ballot.

If the voting sign of The Moose has previously been approved and is going to be used for election of uncontested offices, this method must be used for all uncontested offices. At the beginning of the meeting when the election is held, the chair should read to the membership the Nominating Committee's report of the committee's nominees who have no opposition. The chair calls for a motion to adopt the recommendation of the Nominating Committee and to elect those uncontested nominees for the offices specified. After receiving a motion and a second, the chair would ask all those in favor to raise their hands and then all those opposed to raise their hands. In the unlikely event the "no's" should prevail, all the

candidates shall then have their names placed upon a paper ballot and the election shall proceed. If a nominee receives one "yes" vote, they are automatically elected since "no" votes are not counted.

(Note: If anyone doesn't like this system, they should submit their name for nomination and run by petition if not nominated. Otherwise, a member has no basis to complain or vote someone down if they aren't willing to serve or at least get another qualified member to run for office. The only time that elections are by simple majority vote is when the petition process is not used and nominations are made from the floor with prior approval of the Chief Compliance Officer.)

B. Paper Ballot.

A paper ballot must be prepared for each office having two (2) or more nominees (nominated by the Nominating Committee or by petition). A sample of a paper ballot is included in the "Forms" section of this handbook as **FORM G**. If there are two (2) candidates for an office to be voted on, the candidate receiving a majority of votes cast for each office is declared elected. If more than two (2) candidates are on the ballot for any office, the candidate receiving a plurality of votes cast is declared elected. A unanimous ballot or election by acclamation is not appropriate in a contested election.

C. Australian Ballot.

A lodge may by majority vote elect to use the Australian ballot. This is a ballot extending over a period of time, usually several hours versus being conducted during the meeting. This type of ballot can be useful to lodges with shift workers and other situations whereby it is difficult for some members to attend meetings. Obviously, this decision must be made in advance of the election. A vote to use the Australian ballot may be held at any regular/general membership meeting prior to the election including the meeting at which the report of the Nominating Committee is made. During the vote to utilize the Australian ballot, the location and hours of balloting must also be established. If time permits, hours and location of the balloting should be published in the lodge newsletter. This same information should be posted in the lodge. The vote to utilize the Australian ballot must precede each general election by at least two (2) weeks. **The election may not be held on any day other than the day of a regular/general membership meeting.**

Important: If the Australian ballot is used and the election is contested and declared void by the Chief Compliance Officer, the lodge will thereafter be prohibited from using the Australian ballot unless a special dispensation is issued by the Chief Compliance Officer.

D. Election.

The general election shall be held at the first regular/general membership meeting in April, providing the election follows the

report of the Nominating Committee by a least two (2) weeks. Even if there is only one (1) candidate for each office, an election must be held. The election cannot be waived by the lodge.

If the election is held during the lodge meeting, (versus Australian ballot method) it should be the first order of business after the meeting is opened. A late arriving member may be allowed to vote if the election is still in progress. Only members who have their dues paid up to or beyond the date of the election and are in good standing are eligible to vote in the election of officers.

A member may only vote for one (1) candidate for each office. No absentee ballot, write-in ballot or proxy shall be allowed. Each member desiring to vote must do so in person. After all ballots have been cast, the Election Committee retires to count and tabulate the ballots. ***This should take place in the back of the lodge room.***

In the case of a tie vote, the nominees may elect to have the presiding officer flip a coin, cut cards, or choose to have another election for that office, with only the tied nominees being considered.

Regardless which method is used (Australian ballot or election during the regular/general membership meeting) the election must conclude in time for the Election Committee to count and tabulate the ballots and give the results to the presiding officer who announces the election results. This announcement may be the last item of business before closing the meeting.

CHAPTER 8

INSTALLATION OF OFFICERS

A. Requirements.

All elected officers shall be installed at the last meeting of April, or at a special installation ceremony approved by the lodge Board of Officers prior to April 30.

The Junior Past President (who served as such during the past year) shall be the installing officer of their lodge. If for any

reason, the Junior Past President cannot act, any Past President of The Moose, appointed by the President elect may conduct the installation ceremonies. The Installation Ceremony for Lodge Officers is contained in the Lodge Handbook page 75.

All duly elected and installed officers shall take office as of midnight, April 30.

QUESTIONS AND ANSWERS

1. Does the lodge have the right to nominate and elect officers without following the nominating procedure?

No.

2. Must the Nominating Committee confine its recommendations to the names, submitted to it?

No. The Nominating Committee shall select at least one (1) candidate for each office to be filled from the names submitted or it may reject any names, and make other nominations.

3. Just because a member's name is considered during the Nominating Committee meeting, is the name automatically placed on the ballot as a candidate?

No. The Nominating Committee must consider the qualifications, ability and willingness to serve of each suggested nominee. (See answer to question 2.)

4. Can the Nominating Committee nominate an Administrator?

No. The selection of an Administrator is made by the Board of Officers and voted upon by the membership. There is no contest in the selection of an Administrator. The Administrator elected by the Lodge serves for a term of satisfactory service. The Board of Officers may name an Acting Administrator (without lodge approval) to serve for a period not to exceed six (6) months.

5. Can a Trustee, whose term will not expire for one (1) or two (2) years, be nominated for President or some other office?

Yes. But they must resign their present office; thereby creating a vacancy that shall be filled at the regular or special election. Their resignation must be effective on April 30 for regular elections and effective on the actual date of a special election. They must have completed at least one (1) year in an elective office in the lodge to be eligible for the office of President.

6. After a candidate is nominated, can they verbally solicit support by asking other members to vote for them at election time?

Yes. However, there can be no printed or written materials circulated (i.e., letters, tickets, resolutions, sample ballots, etc.). Verbally asking a member for their support is allowed.

7. In the nomination and election of lodge Trustees, can names be placed on the ballot without designating the specific office?

No. The number of votes cast for each candidate cannot determine the office to which each is elected.

8. May blank space be provided on a ballot so that names may be inserted at the election?

No. The ballot shall carry only names of those nominated by the Nominating Committee or by valid petition.

9. What is juniority of a Past President?

Juniority means the order in which they most recently acquired title by service. Honorary Past **Presidents** are not included in the juniority list.

10. Can a Past President be a candidate for office?

Yes. If they are otherwise eligible.

11. Can a member be eligible for election to more than one (1) office in the lodge at the same time?

No.

12. Who are eligible as candidates for the offices of Treasurer, Trustee?

Any good standing member of the lodge.

13. Can petitions be circulated in the lodge or social quarters area?

Yes. Reasonable rules should be established in advance by the Board of Officers to govern solicitation at particular functions. At no time may a "paid" employee of the lodge circulate petitions. Good standing members of the lodge may assist a petitioner in obtaining the required signatures for their petition.

14. May a lodge hold its general election of officers at any time it may determine?

No. Our laws provide that officers shall be nominated at the last meeting in March of each year and shall be elected at the first meeting in April, providing the election follows the report of the Nominating Committee by at least two (2) weeks.

15. By what authority may the Australian ballot be used?

The lodge may, by majority vote, elect to use the Australian Ballot. The vote must be conducted at a general membership meeting at least two (2) weeks in advance of the election.

16. Is a member whose membership card expires March 31 eligible to vote in the general election?

No. A member must have a membership card paid up to or beyond the date of the election.

17. Is a member whose membership card has expired eligible to vote in a special election?

No.

18. In voting, what constitutes (a) a majority, 2 or less candidates, (b) a plurality, 3 or more candidates?

A majority or plurality is when a candidate receives more votes than any other candidate for the same office.

19. When should officers be installed?

At the last meeting in April, or at a special installation ceremony approved by the Board of Officers prior to April 30th. New terms begin May 1st.

20. Can the President vote at the election of Officers?

Yes. They have the right to same vote as any other good standing member.

21. Should a sample ballot be printed in the lodge publication immediately following the report of the Nominating Committee?

No. A sample ballot should not be printed until sufficient time has elapsed to permit petitions. After the petition period has expired, the lodge may post a sample ballot or list of nominees for each office.

22. Can a candidate have the name they are known by used on the ballot in lieu of his given name?

Yes.

23. The 3-year trustee was appointed by the President in January and approved by the membership at the following regular/general membership meeting. Does both the 2-year and 3-year trustee offices have to be declared open in the upcoming general election to be held in April?

Yes. The General Laws states that the appointment is effective only until the next general election.

24. The President was elected and installed to fill the vacated office on October 1. Can they run for the office of President again the following year?

Yes. They can run the following year, however, that will be their second term and they will not be allowed to run a third time. If the President was appointed after November 1, it would not be considered a term for the purpose of serving two (2) consecutive terms.

25. Is a Past President of another lodge who has transferred into your lodge considered a Past President of your lodge?

No. They are a Past President of the lodge in which they actually served and are considered a Past President of The Moose. They are not a Past President of your lodge because they have not fulfilled the condition of having completed a term as President of your lodge.

26. Is the lodge required to post or publish the meetings and schedule of events of the Nominating Committee, and for general or special elections?

No. It is only required that the Nominating Committee provide the Administrator with a written notice and give a verbal report at a regular/general membership meeting. Although it is not necessary, there is nothing that prohibits posting or publishing this information.

The following sample schedule is provided for a lodge that meets on the second and fourth Wednesday of each month

NOMINATING/GENERAL ELECTION NOTICE

4 th Wed FEB*	Report of Nominating Committee time and place of meetings.
3 rd Wed MAR	Last day for members to submit name to be considered for nomination to desired office.
4 th Wed MAR*	Nominating Committee Report of those nominated.
1 st Wed APR	Last day for those eligible to submit petitions to the Administrator.
2 nd Wed APR*	General Election.

(* Regular/general membership meeting days.)

FORMS

- FORM A** - Request for Dispensation – Less than six-months in Lodge
- FORM B** - Request for Dispensation – Less than 12-months in elective Lodge office.
- FORM C** - Request for Dispensation – Serve Third Term
- FORM D** - Sample Report of the Nominating Committee
- FORM E** - Sample Nomination Petition
- FORM F** - Sample Report of the Election Committee
- FORM G** - Sample Ballot