

JCM Board of Directors

Special Election Policies and Procedures Guide for Dec/Jan 2019

Introduction

This document lays out policies and procedures governing the Jewish Congregation of Maui (JCM) special election. It is understood that the board of directors elected on January 20, 2019 will 1. Take office immediately after the ballots are counted, 2. Review and submit for ratification to the membership a new set of bylaws at some date after this special election and prior to the next annual meeting, and 3. Will hold new elections and an annual member meeting prior to the 2019/2020 fiscal year.

Because there is no agreement on which set of bylaws is current, this document is meant to serve as the guidelines for this election and until a new set of bylaws is approved by the new board and membership.

It is the intent of the directors that elections be conducted fairly, efficiently, and with dignity and decorum. These policies and procedures are designed to meet those goals.

Election Process Overview

1. Board candidates are nominated by themselves or others on mauijews.org.
2. Nominees are asked to confirm their nomination by email.
3. Nominations will close on Monday, December 24 at 12:00pm.
4. New memberships after December 24 at 12:00 pm are not valid for voting in this election.
5. Ballots will be sent by mail to all paid members on December 26, 2018.
6. Membership votes by mail only. Ballots must be received by January 19, 2019.
7. This is a plurality vote election.
8. Ballots will be counted at Beit Shalom on January 20, 2019 at 12:00pm.
9. A formal announcement of the new board of Directors will be made immediately following the counting of the ballots and new directors will be introduced.

Qualifications of Directors and Officers

The qualifications to serve as a Director at large or Officer of the Board for this special election are:

1. The Director/Officer must be a JCM member in good standing.

2. The Director/Officer must be a full-time or part-time Maui resident.
3. The Director/Officer must agree to the terms listed in the “responsibilities of Directors/Officers” section below.

Responsibilities of Directors and Officers

As the governing body of JCM, the board of directors has a great deal of responsibility. Beyond the commitment to be prepared for and attend meetings, and be engaged in the work of the organization, all Directors and Officers agree to:

1. Focus on the mission of the JCM and strive to keep it relevant and meaningful.
2. Participate in critical fundraising activities on behalf of the organization.
3. Provide financial oversight, and ultimately have fiduciary responsibility over the organization.
4. Ensure legal and ethical integrity and maintain accountability including complying with nonprofit governance regulations.
5. Ensure effective organizational planning, thinking strategically for the long-term success of the organization.
6. Strive to enhance the JCM public standing and be advocates of the organization within the community.
7. Ensure that JCM has adequate resources to fulfill its mission.
8. Determine, monitor, and strengthen the organization’s programs and services.
9. Oversee, evaluate, and direct the Rabbi and any other employees when deemed appropriate.

Annual Election Schedule

The following is the schedule for the special election.

Friday December 14: Email to go out to full JCM list with election procedure and list of nominees so far. Nominations continue to be open.

Monday, December 24: 12:00pm-Nominations are closed and deadline for joining as a member in order to vote in the elections.

Wednesday, December 26: Ballots will be printed.

Friday, December 28: Ballot packets will be sent to each paid member.

Saturday, December 29, 2018: Mail in voting begins. All ballots received will be recorded according to the mail label, the envelopes will remain sealed, and they will not be opened until the official ballot count on January 20, 2019.

Saturday, January 19, 2019: Ballots must be received via mail by January 19 in order to count towards elections.

Sunday, January 20: Votes will be counted by the Election chair, the current President, and an impartial individual. The membership is welcome to be at Beit Shalom while the ballots are being counted. This is a plurality vote- no matter how many votes come in, new directors and officers will be inducted. The officers and directors with the most votes for each position win.

Nomination Procedures

Any paid JCM member may nominate another member or themselves for election to the Board of Directors on mauijews.org. Each nominee will need to respond in writing or by email that s/he accepts the nomination.

All nominees are required to certify:

1. That they meet the qualifications to serve as a Director/Officer.
2. That they agree to be bound by its terms.
3. That they acknowledge the responsibilities and expectations of a Director/Officer.

Candidates' Statements

Each candidate will have the opportunity to publish a statement (at most ½ page) that will be posted to the JCM website. Candidate statements will be posted on the mauijews.org website as they are received and are available by email to any member who requests them. Requests can be made to ellynmortimer@gmail.com.

Candidates are advised to maintain a professional tone focus to their statements on their personal philosophy, priorities and goals for the organization, and qualifications to be a director or Officer of the JCM BOD.

Nominations

Nominations will be accepted online at mauijews.org until Monday, December 24, 2018 12:00pm. All nominees will be contacted by email to confirm their nomination and will be asked to submit a short bio. All nominees already confirmed, will be contacted again with this document to ensure they want to remain a candidate.

Candidate Confirmation

Nominations that are confirmed and verified by the Election Chair will become candidates, their information posted on the JCM website, and they will be listed on the ballot.

Elections

Ellyn Mortimer, as Election Chair, is the appointed inspector of elections. The inspector is responsible for tabulating the ballots after the voting period closes.

Election Materials

On December 14, 2018, an email with the election update, nominees list, and other pertinent information will be sent to the full JCM email list and posted on facebook. All new members will be directed to the JCM website where this information will be posted. The ballots will be mailed on December 28 with a personalized return envelope with the voters information on the outside.

Voting Procedure

Each member will be mailed a voting packet. Included will be a ballot, a return envelope, and instructions . The envelope will have the voters information on the outside. The ballots will be mailed to a new PO Box that will be opened only by the "impartial individual." When the envelopes arrive their name will be added to the JCM website under a "ballots received" section.

On January 20 at 12:00pm at Beit Shalom, the board of directors and all candidates will convene for the sole purpose of counting the ballots and inducting the new board. All members are invited to attend and food will be provided. As the ballots are removed from their envelopes, each ballot and each envelope will be put into a separate box. Once all ballots have been removed from their envelopes, the ballots will be counted. After the ballots are counted, results will be announced to all in attendance. The new board will assume their board of directors duties immediately. Results will be posted on the JCM website and facebook page no later than 12:00pm on Monday, January 21, 2019.

Family Memberships are allowed two votes. All voters must be over 13 years old.

Single Memberships are allowed one vote.

Election Results

The officers and directors with the most votes for each position win. After the votes are counted, the candidate for President with the most votes wins. Same for Vice-President, Secretary, and Treasurer. There are five open seats for director at large. Of all votes cast, the top five vote-earning candidates will become directors at large. There is no quorum requirement for this special election. The results of the election will be announced to the board of directors and all members in attendance after the count. If there is any question to the validity of the election, the board will convene immediately after the election on January 20, 2019 and create a new procedure that will be communicated to the members on January 21, 2019.

Board Term

Elected Directors will serve until the next annual members meeting and election.