

Filipino Bar Association of Northern California
Elections Policies and Procedures

To further engage its members and ensure that its leaders represent its membership, the Filipino Bar Association of Northern California (“FBANC”) resolves to hold annual elections for its Board of Directors. Such elections shall be held in accordance with FBANC’s Bylaws and this set of policies and procedures.

Article I. FBANC Elections Committee

Section 1.01 Composition. The FBANC Elections Committee (“Committee”) shall consist of the President, the President-elect, and one member of the FBANC Advisory Board. Committee members shall not stand for election for any elected FBANC position during the pendency of their term on the Committee.

Section 1.02 President-elect’s Roles and Responsibilities.

- (a) President-elect as Chairperson. The President-elect shall be the Chairperson of the Committee. The President shall serve as Chairperson of the Committee in the President-elect’s absence.
- (b) Reassignment of Duties. The President-elect may reassign any of the duties provided hereunder to another member of the Committee.

Article II. Elections Timeline

Section 2.01 Solicitation of Candidates. By February 1, the President-elect shall announce that individuals may declare themselves to be candidates for Officer and Director positions. In this announcement, the President-elect shall specify the eligibility criteria for Officers and Directors, as the FBANC Bylaws provide. The deadline to announce candidacies is the Monday before the March meeting of the FBANC Board.

Section 2.02 Announcement of Candidates and Determination of Eligibility. Prior to the March meeting of the FBANC Board, the Committee shall determine the eligibility of those candidates for office. The President-elect shall notify candidates of the Committee’s determination of their eligibility. At the March meeting of the FBANC Board, the President-elect shall announce the individuals the Committee has determined to be eligible for the election.

Section 2.03 Candidate Statements. Candidates eligible for office shall submit their candidate statements to the President within one week of the March meeting of the FBANC Board.

Section 2.04 Distribution of Candidate Statements and Announcement of Election. The President shall distribute candidate statements to Active Members two business days after the deadline to submit candidate statements. The same day, the President shall make the web service to be used for the election available to Active Members. The web service shall remain open for a period of 30 days.

Section 2.05 Announcement of Election Results.

- (a) Within one business day after the 30-day period concludes, the President shall notify the Committee of the election results.
- (b) Unless the Committee determines otherwise, within one business day of the Committee being notified, the President-elect shall notify the candidates of the election results. The same day candidates are notified, the President-elect shall notify the membership of the election results.

Section 2.06 Installation of New Board. The newly-elected Officers and Directors shall be installed at the Association's Annual Dinner following the election.

Article III. Candidate Statements

Section 3.01 Statement Content. Candidates eligible for office shall submit candidate statements that address their goals for the term for which they are seeking election. At a minimum, candidate statements must identify (1) the candidate's goals and (2) for each goal, the candidate's plan to achieve that goal.

Section 3.02 Length of Statement.

- (a) Candidates for President-elect may submit a candidate statement of up to 1,000 words.
- (b) All other candidates may submit candidate statements of up to 750 words.

Section 3.03 Photo. Candidates submitting statements shall also submit a photo that can be cropped to be 600 x 600 pixels at a resolution of 300 dpi.

Article IV. Campaigning Activities

Section 4.01 Definition of Campaigning Activity. "Campaigning activity" is defined to be any advocacy for or against a candidate for office.

Section 4.02 Prohibition on Use of FBANC Resources. FBANC social media services, newsletters, and mailing lists may not be used for any campaigning activity.

Section 4.03 Prohibition on Campaigning by Committee. No member of the Committee may engage in any campaigning activity.

Article V. Voting

Section 5.01 Eligible Voters. Individuals who are Active Members under the FBANC Bylaws as of the business day before the Announcement of the Election (*see* Section 2.04) will be eligible to vote in the election so long as their membership does not lapse before the end of the 30-day election period.

Section 5.02 Election Web Service. Votes will be cast through an Internet-accessible web service.

Section 5.03 Distribution of Ballots. The President shall disseminate ballots to Eligible Voters through a link set by electronic mail. Ballots will be sent to Eligible Voters' email addresses as specified in the membership rolls.

Section 5.04 Confidentiality of Vote Tally. The final vote count is designated confidential. While any candidate for office may obtain the final vote count, that candidate must agree to keep such information confidential.

Article VI. Committee Authority

The Committee shall be the arbiter of election complaints and disputes and may take any action it deems appropriate, including, but not limited to, publishing official findings, requiring retractions, issuing public censure, and revoking candidacy eligibility. The Board retains the final authority to interpret these rules and to revise or reverse any decision by the Committee that the Board deems was the result of a clear misinterpretation or clear misapplication of these policies and procedures.

CERTIFICATION

I certify that the FBANC Board approved these policies and procedures on February 10, 2020.



Natalie Garcia Lashinsky
Acting FBANC Secretary