

Memorandum

To: VHCA-VCAL Member Facilities
From: Paul Clements, Chairman, VHCA-VCAL Credentials Committee
Date: August 19, 2019
Subject: Rules of Election

The VHCA-VCAL Credentials Committee has developed the enclosed Rules of Election.

Any individual interested in running for office can have his/her name put in nomination from the floor at the Annual Membership Meeting on Wednesday, September 25, 2019. Any person who intends to be nominated from the floor and would like to have his/her name printed on the ballot should make his/her intentions known to the Credentials Committee Chairman no later than **Wednesday, September 11, 2019**. Upon this notification the candidate's name will be placed on the ballot. Announced candidates after September 11, 2019 will be write-in candidates. Any person being nominated from the floor must have two endorsements from members per the association bylaws.

In order to vote, members must complete a "Voter Authorization Form" for each facility. The completed form can be submitted to doran.hutchinson@vhca.org, or via fax to (804) 353-3098 prior to the Convention or on-site at the Convention up to 30 minutes prior to the start of the meeting.

If you have questions please call either Doran Hutchinson at the VHCA-VCAL office at (804) 212-1692 or me at (540) 421-3286.

See you at the convention.



Rules of Election

1. Member facilities must file their voter authorization form no later than 30 minutes prior to the beginning of the annual membership meeting. However, submission of voter authorization form prior to the convention is recommended.
2. Delegates who will be absent from the Annual Membership Meeting shall have their Alternates notify the Credentials Committee Chairman no later than five (5) minutes prior to the beginning of the Annual Membership Meeting to insure proper credentials and seating in the Delegate section.
3. Nominations:
 - a) Nominations from the floor. Nominations will be taken from the floor at the Annual Membership Meeting. To be nominated from the floor, a person must be nominated by a member and this nomination must receive a second. At the Annual Membership Meeting the nominator may speak for a maximum of two (2) minutes. The candidate may address the assembly for a maximum of three (3) minutes.
 - b) In contested elections. The candidate nominated by the Nominating Committee will be allowed to have a nominator, who must be a member, speak for two (2) minutes. The seconder may second only without a speech. The candidate may address the assembly for a maximum of three (3) minutes.
4. No vote for a state officer shall be called for until such time that the Credentials Committee has complied with Article 24 of the Bylaws.
5. Voting for individuals nominated for a state office will require the vote to be cast by secret ballot, except for situations when there is only one nominee recommended for the office.
6. Ballots will be distributed to each Delegate or Alternate after appropriate credentialing and prior to the election. Each ballot will be printed with the name of the office to be voted on; the name of the candidate nominated by the Nominating Committee; and will provide space for the names of candidates nominated from the floor. Prior announced candidates will be placed on the ballot as long as the candidate has informed the Credentials Committee Chairman of his candidacy at least two weeks in advance of the Annual Membership Meeting. Each ballot will be color coded to correspond with the number of votes authorized for that facility, as stated in Article 3 of the Bylaws.
7. Ballots will be counted by the Credentials Committee. If a Credentials Committee member is also a candidate the chair will appoint a non-candidate member to count ballots.
8. Ballots submitted without a "check mark" in any box next to a candidate's name or multiple check marks for the same office in contested elections will be voided.
9. Election to a state office requires only a simple majority of those present voting.
10. No Delegate or Alternate may represent more than one (1) facility.
11. The authorized Delegate must be an owner, a home office employee or employee of a VHCA-VCAL member facility.

12. No one may enter or leave the Delegate voting area while a vote is in progress. These rules may be amended or rescinded by a two-thirds (2/3) vote of those present and voting.
13. In the event of a conflict between these rules and the Association Bylaws, the Bylaws will be the predominant document.
14. The Association's Credentials Book will be available to all members at Convention registration on Tuesday, September 24, 2019 from 11:00 am - 12 noon. Candidates desiring to be nominated from the floor must notify the Keeper of the Credential's Book, Doran Hutchinson, prior to 11:00 am, the day of the Annual Membership Meeting.
15. A candidate may appoint an observer to attend the ballot counting.

Revised 07/29/19