

NAACP BRANCH ELECTION PROCEDURE MANUAL

This manual has been prepared for the use of Branch officials to assist in the effective conduct of Branch elections. It is based upon the Constitution and By-Laws for Units.

NOTICE TO THE GENERAL MEMBERSHIP

(This Notification May Be Made via Email)

REQUIRED NOTICE

1. Each Branch shall mail one notice to each member in good standing, postmarked at least ten (10) days prior to the September meeting, listing the time, place, date and purpose of the September and October meetings and time, place and date of the November election that is centralized and large enough to accommodate the quantity of members. **In addition, to this notice, each Branch shall place the announcements of such meetings and election in one or more local newspaper of general circulation at least ten (10) days before the date of the November election. (Bylaws for Units, Article IX, Section 2[g])**

The following is a suggested format of the notice to be sent:

NOTICE OF SEPTEMBER, OCTOBER MEETINGS AND NOVEMBER ELECTION

Dear Member:

Please note the following General Membership meetings of the NAACP Greater Texarkana Branch, for the purpose of election of officers and at-large members of the executive committee.

1. On September 14, 2022, via Zoom there was an election of the Nominating Committee (between 5-15 members). All members whose memberships are current as of 30 days prior to the meeting date may be elected to the Nominating Committee (not more than 2 being officers of the unit).
2. On October 8, 2022, via Zoom at 10:00 there will be a report of the Nominating Committee, receipt of Nominations by Petition, and election of the Election Supervisory Committee. All members whose memberships are current as of May 1st of the election year, who's memberships have remained continuous throughout the election process, and who live and/or work within the unit's jurisdiction, may be nominated for office or as an at-large member of the Executive Committee. In order to sign a nominating petition, or be elected to the Election Supervisory Committee, a member must be current as of 30 days prior to the October meeting.
3. On November 19, 2022, the election of officers and at-large members of the Executive Committee will take place via Election Buddy (email from National NAACP) from 10:00 am to 2:00 pm. In order to vote in a Branch election, one must be a member in good standing of the Branch 30 days prior to the election. A form of identification is required.

Should a run-off election be necessary that election shall occur on the following date at time certain (at least 1 hour) at this location, Run-off elections shall be conducted not less than ten (10) days after the original election.

We look forward to your participating in these activities.

Barbara Adkins-Sears (Secretary)