

NAACP



2008

MANUAL ON BRANCH ELECTION PROCEDURES

Revised 7/19/2006
Approved by National Board of Director's on 7/20/2006

NAACP CANDIDATES CONSENT FORM

I, _____ consent to serve as a candidate for
office of _____ (Please print) or at-large Executive
Committee member of the _____ Branch. If elected, I agree
to serve and abide by the policies, principles and procedures of the NAACP. If I
have not completed NAACP mandatory training since 1999, I agree to complete
mandatory training by February 28, 2009. If I did complete mandatory training
since 1999, I agree to complete not less than four hours of continuing NAACP
Civil Rights Advocacy Training by May 31, 2009. If I fail to complete the
applicable training, I understand that I will be removed from office.

*For the purpose of serving as a candidate for an elected office one must be a
bona fide member of the Branch as of April 1st prior to the date nominations are
made, as well as live and/or work within the jurisdiction of the Branch*

NAACP Petition for Nomination

We, the undersigned wish to nominate _____ for the office of
_____, or as an at-large member of the Executive Committee.
(A valid petition must contain at least 3 signatures).

Name/Date

1. _____
2. _____
3. _____
4. _____
5. _____

***For purposes of signing this petition, one must be a current member in good
standing 30 days prior to the meeting.***

Contents

NOTICE TO THE GENERAL MEMBERSHIP.....	4
NOTICE OF SEPTEMBER, OCTOBER MEETINGS and NOVEMBER ELECTION	4
THE SEPTEMBER MEETING OF THE GENERAL MEMBERSHIP.....	5
THE OCTOBER MEETING OF THE GENERAL MEMBERSHIP.....	7
VOTING.....	12
TABULATING THE BALLOTS.....	14
INSTRUCTIONS FOR TELLERS.....	14
APPEAL FOR NEW ELECTION.....	17
FILING THE COMPLAINT.....	17
EFFECTIVE DATE OF MEMBERSHIP IN THE BRANCH.....	17
YOUTH VOTING IN BRANCH ELECTIONS.....	18
OTHER MEMBERSHIP CONSIDERATIONS.....	18
SAMPLE BRANCH ELECTION BALLOT.....	19
INSTALLATION OF BRANCH OFFICERS.....	20
PRESIDING OFFICERS AT UNIT ELECTIONS.....,,,,,	20

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 revised January 2006.

NOTICE TO THE GENERAL MEMBERSHIP

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. 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 _____ Branch, for the purpose of election of officers and at-large members of the executive committee.

1. On September _____, 2008 (*place*), (*time*), there will be an election of the Nominating Committee. All members whose memberships are current as of 30 days prior to the meeting date may be elected to the Nominating Committee.
2. On October _____, 2008 (*place*), 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 April 1st 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 _____, 2008, the election of officers and at-large members of the Executive Committee will take place at (*place*)_____. Polls will open from _____ to _____. 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.

We look forward to your participating in these activities.

_____(Secretary)

THE SEPTEMBER MEETING OF THE GENERAL MEMBERSHIP

A. DECISIONS TO BE MADE BY THE GENERAL MEMBERSHIP

1. The General Membership determines the date, time, and location for the election. If the Branch has bylaws that address these issues, then General Membership action is not required. This can be done at the August meeting by vote of the General Membership or by Branch bylaws.
2. The General Membership determines whether paper ballots or machines will be used during the election or if an outside firm will be employed to conduct the election.
3. The General Membership determines whether or not the Branch will use more than one location for the election in order to accommodate an expected large turn out.
4. The General Membership determines the number of members to be elected to the Nominating Committee.
5. The General Membership determines the number of at-large members to be elected to the Executive Committee. If the Branch has approved bylaws that address this issue, then General Membership action is not required.

B. ELECTING THE NOMINATING COMMITTEE

1. At the September meeting of the General Membership in even numbered years, i.e., 2008, 2010 and 2012 etc., there shall be elected a Nominating Committee composed of not less than 5 and not more than 15 members of the Branch in good standing. Not more than two members of the Nominating Committee shall be officers or members of the Executive Committee. The term "Members In Good Standing", for this purpose means that a member must have been a member at least 30 days prior to the date he/she is elected to the Nominating Committee.
2. Within 10 days of the election of the Nominating Committee, the Branch Secretary shall call the first meeting of the Committee, provide the Committee with an up-to-date list of current officers, members of the Executive Committee, the number of terms served, membership eligibility, and attendance records.
3. The Nominating Committee's first order of business is to elect its Chairman and Secretary.

C. DUTIES AND RESPONSIBILITIES OF THE NOMINATING COMMITTEE

1. The Nominating Committee may nominate any member in good standing of the Branch. Therefore, it is necessary for the Committee to consider the entire membership of the Branch so as to be assured that the best-qualified members are considered. For the purpose of running for office, the term "Member In Good Standing", shall mean that the

person must be a bona fide member of the Branch by April 1st and must live and/or work within the Branches jurisdiction.

2. Membership on the Nominating Committee does not preclude the nomination of any member thereof as a candidate for an office or as an at-large member of the Executive Committee.
3. The Nominating Committee should make it known to the General Membership that it is available to interview members interested in being considered for office or membership on the Executive Committee.
4. The Nominating Committee shall nominate only those persons who have given written consent to be nominated. Before the Branch accepts the Nominating Committee report, the Secretary shall verify that each nominee has given written consent.

THE OCTOBER MEETING OF THE GENERAL MEMBERSHIP

A. GENERAL CONSIDERATIONS

Nominations are made and the Election Supervisory Committee is elected at the October meeting of the General Membership.

1. A member can be nominated for only one position during the election. For example, no member may run for an officer position and an at-large seat on the Executive Committee at the same time.
2. A member does not have to be present to be nominated, as long as his/her consent form is presented at the time he/she is nominated, and he/she otherwise meets the membership qualifications as outlined earlier.
3. A member properly nominated for a position may withdraw from contention by forwarding a letter requesting that his/her name be removed from the ballot. The letter must be sent to the Chairman of the Election Supervisory Committee in sufficient time prior to the election so as to be sure that the ballot has not already been printed.

B. NOMINATIONS

1. BY THE NOMINATING COMMITTEE

- a. The Nominating Committee shall submit a report in writing at the October meeting of the General Membership. This report shall consist of the names of those persons to fill existing Branch offices. Only one nominee can be nominated by the Committee for each office. The Committee shall nominate not less than 10 and not more than 24 for the Executive Committee at-large.

- b. SAMPLE COMMITTEE REPORT: "The Nominating Committee of the _____ Branch is pleased to submit the following nominations.

President.....	Ms. A
First Vice President.....	Mr. B
Second Vice President.....	Mrs. J
Third Vice President.....	Mr. C
Secretary.....	Mr. E
Assistant Secretary.....	Ms. D
Treasurer.....	Ms. F
Assistant Treasurer.....	Mr. G
Members of the Executive Committee.....	Mrs. A, Mr. C, Ms. D, Mr. Z

- c. After the Nominating Committee Chairman has read the report, he/she is required to present to the Secretary the signed consent forms for all nominees. Should any nominee fail to have a signed consent form presented at the time the Nominating Committee's report is read, that nomination is considered null and void. Before the transaction of any other business, the secretary is required to certify that he/she has received signed consent forms for each nominee and that they are members in good standing as earlier defined.
- d. After the Secretary has certified that all persons nominated by the Nominating Committee have presented signed consent forms, and are in good standing, the Chairman of the Nominating Committee shall move the adoption of the report. After the motion is seconded, the President carries the motion.

2. NOMINATIONS BY PEITITON

(Sample Nominating Petition on inside front cover)

- a. After the report of the Nominating Committee has been received, the President shall make the following statement: "The floor is now open for further nominations for the office of President. The Nominating Committee has nominated Ms. A. Are there any other nominations for the office of President?"
- b. Additional nominations for President, if any, must be made by written petition, and signed by at least three members in good standing. For the purpose of signing a petition, the term "Member in Good Standing", shall mean a member whose membership is current at least 30-days prior to the date he/she signed the petition. At the time of nomination, each nominee must present a signed consent form to the secretary. If no signed form is presented, the nomination is considered null and void. Nomination shall not close until all who wish to nominate have had a chance to do so. Nominations shall not close until the president calls three times for additional nominations for each position.
- c. The President continues: "The floor is now open for nominations for the office of First Vice President. The Nominating Committee has nominated Mr. B. Are there further nominations for the office of First Vice President?" The same procedure is followed for other Vice Presidents, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer and at-large members of the Executive Committee.

Again, each nominee must present a signed consent form at the time he/she is nominated—not after nominations are made for other positions and not after the Nominating Meeting.

- a. For each candidate, the secretary must certify that at least three of the members who signed the petition are members in good standing, that the nominee is a member in good standing and that the nominee presented a signed consent form at the time of nomination.

- b. If the nominee's name cannot be located on the Branch roster and the nominee fails to provide proof that he/she is a member in good standing, he/she cannot be nominated.
- c. If the Secretary cannot verify that at least three of the individuals who signed the petition are members in good standing, and no proof is provided otherwise, the petition is considered null and void and the member cannot be nominated.
- d. If the member has not signed a consent form, he/she cannot be nominated.
- e. **All questions regarding eligibility of candidates must be resolved prior to the conclusion of the October meeting.**

C. SPEECHES IN SUPPORT OF CANDIDATES

1. After all nominations have been made at the October Meeting, brief speeches in support of the candidates or slates should be allowed.
2. The General membership determines the amount of time allowed for such speeches.

D. ELECTION OF ELECTION SUPERVISORY COMMITTEE

1. During the October meeting, after all nominations are made, the General Membership shall elect an Election Supervisory Committee consisting of five members of the Branch in good standing, who are not candidates for office or at-large positions on the Executive Committee. For this purpose, the term "In Good Standing" shall mean, a member whose membership is current as of 30 days prior to the date they are elected to the Election Supervisory Committee.
2. Each candidate for President is entitled to appoint a representative to the Election Supervisory Committee. However, in the event the total number of candidates for President is more than four, the General Membership must elect additional members to the Election Supervisory Committee so that the total number of elected members is one more than the appointed members of the Committee.
3. The Election Supervisory Committee is responsible for supervising the Branch election. The Election Supervisory Committee will supervise the establishment of appropriate machinery, provisions and procedures for conducting the election in accordance with the Constitution and By-Laws for Branches in order to protect the right of each branch member to cast his/her ballot properly. Guidance for the Committee may be found in other sections of this manual.
 - a. The Election Supervisory Committee shall, upon request from any nominee for President, make the membership roster or list available to the nominee. They may not copy the membership roster or list, but within reasonable limits, address communications from the list or roster of members at the candidate's expense,

provided that the same privilege is extended to all candidates for President at the same time.

- b. The request to inspect the membership roster or list must be in writing to the Chairman of the Election Supervisory Committee, and acknowledgment, likewise, must be given in writing. The Chairman of the Election Supervisory Committee must indicate when he/she or another member or members of the Committee will be available for this purpose, and the notification must be given to all candidates for President at the same time.

Candidates for President may review or inspect the membership roster or list using a team of up to five members in good standing. The term: "Members In Good Standing" for this purpose shall mean that they must be members of the Branch at the time the activity is to begin. The Election Supervisory Committee may schedule the inspection/reviews at different times in order to accommodate the presidential candidates.

Watchers, Observers, and Challengers may be appointed by the presidential candidates in equal numbers. The Election Supervisory Committee has the responsibility for determining the number of Watchers, Observers and Challengers to be appointed by each presidential candidate.

E. PREPARATIONS FOR THE ELECTION BY THE ELECTION SUPERVISORY COMMITTEE

1. The Committee should identify and obtain a centralized place large enough to accommodate the entire membership of the Branch.
2. A vestibule or outer room will be needed to certify voters. Three or four curtained booths should be set up to allow voter privacy.
3. If the General Membership has approved using more than one site for the election because of its large membership, the Election Supervisory Committee must carefully determine the number of ballot boxes to be used. These may be obtained from the City or County Election Commission, or prepared by the Election Supervisory Committee. The boxes provided should be such that they can be locked or sealed in a way that will insure that tampering will break the seal or lock. Under no circumstances shall a ballot box, once sealed, be opened until all voting is completed.
4. Proper credentials should be provided for all Watchers, Observers and Challengers; such as badges or armbands.
5. All Watchers, Observers, and Challengers shall be notified of the time the Election Supervisory Committee will check the ballot boxes or voting machines to allow them the opportunity to be present when this function is performed.

6. If the General Membership has decided to use paper ballots, the ballots are prepared by the Election Supervisory Committee, and may be printed, mimeographed or typewritten, containing the names of all persons who were properly nominated.
7. Ballots should be so arranged as to provide adequate space between the names of the candidates. The box adjacent to the name should be large enough so that the ballot can be easily marked with a minimum possibility of error.
8. If the General Membership has decided to use voting machines, these may be obtained from the City or County Election Commission. In either case, the Election Supervisory Committee should prepare a few paper ballots to be used in the event of machine malfunctions. A sufficient number of machines should be obtained to expedite the voting process.
9. The Election Supervisory Committee must ensure the names they place on the ballot are spelled correctly. Ballots should be numbered in the top right corner. The Committee must provide an adequate number of ballots to service the voters. It is better to have more than enough in order not to jeopardize the entire election.
10. Voting shall take place during those hours announced in the election notice.
11. Before the voting begins, the Election Supervisory Committee shall announce a time and a place when the ballots will be counted and tabulated.

F. REQUESTING NATIONAL OFFICE ASSISTANCE

1. Up to 14 days prior to the November Election, any candidate may contact the Director of Branch & Field Services in writing for an interpretation of any election procedure established by the Branch that is not clear and/or conflict with the Constitution and Bylaws for Units of the NAACP.
2. The National Office shall have the authority to intervene at any time during the three-month period leading up to the Branch election.

VOTING

A. PROCEDURE

1. Only members in good standing are eligible to vote.
2. Each voter is required to present some form of identification to the Election Supervisory Committee prior to receiving a ballot. The following is the suggested voting procedure.
 - a. When the voter comes to the certification table, he/she must produce some form of identification.
 - b. After presenting identification, the voter is asked to sign for his/her ballot by signing opposite his/her name on the certification sheet.
 - c. After signing for his/her ballot, the voter is issued a numbered ballot and advised to immediately tear off the number and discard in the container provided.
 - d. Once the voter has finished marking his/her ballot, the voter then leaves the voting area or booth and deposits the folded ballot into the ballot box, where a member or members of the Election Supervisory Committee is assured that the number is torn off prior to the ballot being placed in the ballot box.
2. During the voting period, the Committee should periodically audit the number of ballots distributed to voters, in order to keep an accurate count of ballots distributed and the total cast.
3. Proper safeguards should be established to ensure that the voters, having cast their ballots, exit through a door other than the one that used to enter. Voters shall not be permitted to remain in the area where voting is taking place.

B. CHALLENGED BALLOTS

1. Challenged ballots will be given to a member who wishes to vote if his/her name does not appear on the official roster or list, but he/she presents proof of membership, i.e. membership card, life membership plaque, or receipt.
2. Challenged ballots are placed in a blank envelope and sealed. The sealed envelope containing the challenged ballot is then placed in another envelope and sealed. The challenged voter signs the flap of this envelope.
3. Challenged ballots are held by the Election Supervisory Committee until the counting of the ballots is about to begin. At that time, each of the names on the flaps of the envelopes will be checked again against the official roster or list. Challenged ballots cast by voters declared ineligible, are held by the Chairman of the Election Supervisory

Committee, until after the conclusion of the election and until all possible appeals have been resolved by the Board of Directors.

4. Should the Election Supervisory Committee find that the name of the challenged voter was overlooked on the official roster when the voter came to cast his/her vote, the challenged ballot is then separated from the other challenged ballots, outside envelope opened, and the bland envelope containing the challenged ballot is placed with the other ballots yet to be counted.

C. SPOILED BALLOTS

1. If a voter spoils his/her ballot, he/she may return it to the Election Supervisory Committee and exchange it for a new ballot.
2. The Election Supervisory Committee should carefully preserve all spoiled ballots so that the total number of ballots used, less the spoiled ballots, can be checked against the total number of members voting.

D. CHALLENGES

1. Watchers, Observers and Challengers have a right to be present during all phases of the voting procedure, as well as during the preparation of the voting areas.
2. The Election Supervisory Committee should minimize the number of challengers in order to reduce confusion and congestion.
3. Watchers, Observers and Challengers, while having the right to observe all activities of the Election Supervisory Committee, must make their observations in such a way as not to interfere with the election procedures.
4. If the Watcher, Observer or Challenger wishes to object to any action other than eligibility of an individual voter, he/she should make his/her objections known to the member of the Election Supervisory Committee in charge of the voting location, or to the chairman of the Committee.
5. If the Watcher, Observer or Challenger wishes to challenge the eligibility of a voter, he/she makes his/her challenge to the members of the Election Supervisory Committee, or person designated by that Committee to whom the voter is presenting his/her identification.
6. Watchers, Observers and Challengers may be present during preliminary preparations when the Election Supervisory Committee workers are checking the ballot boxes and preparing the piles of ballots and polling lists for certification of voters.
7. They may also be present during the tabulation of the votes, and have a right to accompany ballot boxes at all times during the course of the election and until the ballot

boxes are emptied and counted, unless, such boxes are placed in the custody of an outside agency.

8. If voting locations are closed momentarily during the voting period, the Watchers, Observers or Challengers have a right to note the serial number of the top ballot on each pile of paper ballots. They may check these figures against the top ballot when the election site is reopened.
9. The Watchers, Observers or Challengers shall be entitled to view and note the number of challenged ballots already accumulated whenever the polls close and to note the names of those members who have cast "Challenged Ballots". Under no circumstances should any Watcher, Observer, or Challenger be allowed to touch or handle a ballot.

E. CLOSING THE DOOR

1. When the announced time to close the polls has been reached, the outer doors for admission to the qualifying room shall be closed. If there are persons standing in line at the time, even outside the building, they are entitled to be admitted to the building.
2. The Election Supervisory Committee should give the last person in line a ticket or authorization form indicating that he or she is the last voter to be admitted into the building or qualifying room. The polling place shall be closed after this person enters.
3. A member or members of the Election Supervisory Committee must be stationed at the end of the line to ensure no late voters enter the line.

TABULATING THE BALLOTS

Instructions for Tellers

1) Counting the Ballots

- a) Immediately after voting is concluded, all ballot boxes shall be brought to the counting place. This should be a large room equipped with tables so that the counting and tabulation may proceed in an orderly fashion.
- b) A careful record should be kept of the number of ballots issued and actually used. If numbered ballots are used, the total can be obtained by reference to the serial numbers of the unused ballots.
- c) If a member has voted for more candidates than can be elected to office, the member's vote for the office, i.e., Executive Committee, is declared invalid and shall not be counted. But, this shall not affect the validity of the remainder of the ballot.

- d) All candidates are elected on the basis of the greatest number of votes received for a particular office or position.

2) Actual Counting of the Votes

- a) The actual counting of the votes is the sole responsibility of the Tellers. No officer of the Branch, Election Supervisory Committee member or candidate shall serve as Teller.
- b) Pursuant to **Article IV, Section 2.n of the Bylaws for Units of the NAACP**: Presidential candidates shall have the right to appoint an equal number of tellers. The tellers thus appointed, shall elect a chief teller, who shall organize the tabulating of the ballots.

The following procedure is advised: Ballot boxes are turned over to the Tellers who empty on the tables. The ballots are then opened, one-by-one, and arranged in an orderly pile.

- c) When there are a large number of voters, counting may be expedited if the Tellers are divided into several teams and the ballots apportioned among them.
- d) Tally sheets or blackboards should be provided equaling the number of groups working.
- e) Challengers have the right to observe this operation.

3) Preparing the Tally Sheet or Blackboard

- a) The names of all candidates running for office should be listed on the tally sheets, or blackboard, Officers first, At-large Executive Committee members following. The entire ballot should be counted. For example, President, John Jones, I; Vice President, Joe Dukes, I.
- b) When marking votes for a candidate an oblique line (/) is used. For example, John Jones has four votes so far. They will be marked as: // //. Every fifth vote crosses each set of four votes horizontally; ###
- c) When the counting of all ballots has been concluded, each group will give the results of its tabulation to the Chief Teller for a total of the election results.
- d) When the validity of a ballot has been challenged, it shall be placed in a separate pile. If a voter's "x" is so placed that it is impossible to accurately credit the vote to either candidate, that vote shall be considered void and not counted. However, this does not void the entire ballot.
- e) The recording and tabulating of the votes shall be performed within plain view of the Watchers and Observers. The chairman of the Election Supervisory Committee and the

Tellers for each presidential candidate shall sign the official canvass. The Challengers should also be requested to sign.

- f) The chairman of the Election Supervisory Committee shall retain custody of the results pending final disposition of any appeals by the Board of Directors. If there are no appeals, these records shall be given to the Branch Secretary as soon after January 1, 2007, as possible.

4) Report on the Election

- a) The report of the Tellers should be presented as follows:

Number of votes cast.....	100
Mr. A Received.....	62
Mr. B Received.....	13
Mr. C Received.....	25

- b) The number of challenged ballots should be announced.

APPEAL FOR NEW ELECTION

FILING THE COMPLAINT

Pursuant to Article IX, Section 2(o) of the Bylaws for Units of the NAACP,

Election Controversies: In the event of an election controversy, all parties thereto shall submit any written complaint(s) to the National Office through the President and CEO. Said complaint(s) must be postmarked no later than five (5) calendar days following the date of the election in question. In Branches with memberships up to 1000, such complaints must be signed by at least twenty-five (25) members of the Branch in good standing. In Branches with memberships exceeding 1000, such complaints must be signed by at least fifty (50) members of the Branch in good standing.

- (a) The National Officer will institute an investigation into the matter, and should a determination be made that the complaint is frivolous or completely devoid of merit, or that the election result could not have been otherwise even if the allegations alleged are assumed to be true, then the National Office shall within thirty (30) days, or as soon thereafter as possible, dismiss the complaint and inform all parties forthwith that the installation of officers might be held.
- (b) Should the National Office be unable to dismiss the Complaint because the charges appear to have merit and as such, the results of the election might have been otherwise had the alleged violations not occurred, then the matter will be referred to the Chairman of the Committee on Membership and Units of the Board of Directors, who will designate a Hearing Panel.
- (c) Pending resolution of the dispute, the officers whose terms were to have expired with the new election, will continue to function.

EFFECTIVE DATE OF MEMBERSHIP IN THE UNIT

Pursuant to Article IV, Section 2[a]:

2. Effective Date of Membership in the Branches, Youth Units and Authorized Committees

- a. The effective date of Membership in a Branch, Youth Unit or Authorized Committee is the date membership payment is received by the aforementioned Unit either at a meeting of the General Membership or of the Executive Committee of the Unit; by the Unit Secretary; or by the Unit office, if there is one. In the event the National Office receives a membership fee from an individual who has indicated a desire to affiliate with a specific Unit, the National Office will notify said Unit that the membership fee has been received and, at the same time, transmit the Unit's share of the membership fee to the Unit. In such a case, such membership shall be

effective upon receipt by the Unit of its share of the membership fee from the National Office.

YOUTH VOTING IN BRANCH ELECTIONS

Pursuant to Article IV, Section 2[b]:

- b. The minimum voting age for any member in good standing in Branch Elections shall be seventeen (17) years of age. Should a member of the Branch be seventeen (17) years of age, but under twenty-one (21) years of age, that member may vote in the Branch Election, if he/she has paid the Regular Adult membership fee to the Branch.

OTHER MEMBERSHIP CONSIDERATIONS

1. If the membership is paid to a membership solicitor, then the person is a member of the NAACP, but not of the Branch, until or unless that membership is turned into the Branch.
2. The membership solicitor is required to turn in the membership to the Branch Secretary as soon as possible in order to ensure that the person's membership appears on the Branch's roll.
3. Should a member be properly nominated, but his/her membership expires prior to the date of the election, said member must renew with the Secretary of the Branch prior to his/her name being placed on the ballot.
4. The Branch Secretary shall contact the Membership Department of the National Office prior to the September and October meetings and the November election to request the names of all persons who have forwarded their memberships directly to the National Office.

SAMPLE BRANCH ELECTION BALLOT

**OFFICIAL BALLOT OF THE _____ BRANCH NATIONAL
ASSOCIATION FOR THE ADVANCEMENT OF COLORED PEOPLE ELECTION HELD
AT _____ DATE _____**

BRANCH OFFICERS

To vote, make (x) beside the name of your candidate.

President: (Vote for One)

- William H. Fuller
- Paul Roberts

**First Vice President: (Vote
for one)**

- Walter Adker
- Helen Jones

**Second Vice President (Vote
for one)**

- Mary Alison
- Barry Martin

Secretary: (Vote for one)

- Mildred Roberts
- Homer Stewart

**Assistant Secretary: (Vote
for one)**

- Paul Jones
- Mable Jordan

Treasurer: (Vote for one)

- Samuel Carter
- Paul Douglas

Assistant Treasurer: (Vote for one)

- Caleb Marshall
- Rachael Warrington

**Members of the Executive
Committee**

(Do not vote for more than 24)

- Thomas Aquinas
- Lula Becker
- Robert Black
- Wilma Brand
- Homer Clough
- Cranston Crane
- Kally Davis
- Penelope Fields
- Robert Grass
- Theophilus Gray
- Thomas Green
- Glory Haman
- Alexander Hem
- Odysseus Henry
- Plato Jones
- Samuel Jones
- Earlene McClain
- Ella Morton
- John Nixon
- Jean Ray
- Ashley Rowe
- Roosevelt Truman
- William White
- Roy Williams
- April Woodard
- Lakeisha Young

INSTALLATION OF BRANCH OFFICERS

The installation of Branch officers is a solemn and serious affair.

The installation meeting shall be an important occasion and should be held within a brief time after the annual meeting.

Suggested Installation Oath

“I solemnly swear to discharge to the best of my ability the responsibilities of office in the National Association for the Advancement of Colored People, in accordance with its Constitution and Bylaws and the decisions of its governing bodies. I dedicate myself anew to its principles of equality and justice under law. I shall try always to keep the goals of the NAACP above any purely personal or individual interest that might hinder the attainment of those goals. I ask the continued help of Almighty God in keeping this pledge.”

PRESIDING OFFICERS AT BRANCH ELECTIONS

The President of the Branch presides at the September and October meetings. At the annual meeting, the President presides until time for the election. The Branch then elects another member to act as chairman. To facilitate the selection of a chairman, the Executive Committee may recommend a person previously contacted who is agreeable to all candidates for president. The Branch, however, makes the final choice. No officer of the Branch or any candidate may preside at the election.