



# *Santa Monica* **LITTLE LEAGUE**



## Election Process

### June 7, 2016 Election

Below please find the election process for SMLL's Board of Directors election, the meeting for which is taking place on Tuesday, June 7th at 7pm. The 14-step process is the standard established by Little League International (LLI). All Members must adhere to the process in order for their votes to count.

As a point of information, you will see that the process does not include candidate introductions or Q&A with the candidates. That is not planned to be part of the Elections meeting.

Elections will be administered by two past Presidents of SMLL who are not running for a current Board position, one of whom also is a representative from District 25 (our LLI District).

The outline below notes each of the 14 steps of LLI's required process and the way SMLL has implemented or will be implementing them.

**LLI Step 1** – Establish a Nominating Committee that should consist of three Board Members and any number of Regular Members. The Committee's purpose is to ensure that there will be enough persons interested in being on the Board to fill all of the possible positions. It should also attempt to ensure that there are enough persons interested in individual positions as officers of the Board.

*SMLL Implementation:* The 2015-16 Board established the Nominating Committee in April 2016. Board Members on the Committee are Matt Edelman, who as Board Secretary chairs the Committee, Ric Munoz and John Matise. The Regular Member on the Committee is Noah Graff. Based on the number of candidates who have confirmed their interest in serving on the 2016-2017 Board, the Committee's work has been completed.

**LLI Step 2** – Proper written notice stating date, place and time of the election shall be given to the Members at least ten days in advance of the election.

*SMLL Implementation:* An email blast was sent out to the Members more than ten days in advance of the election. This notice requirement has been met.

**LLI Step 3** – All Members must have paid their dues and have their membership ID card and be active and in good standing in order to vote or be eligible to be elected to the Board.

*SMLL Implementation:* SMLL does not require Members to pay dues or carry membership ID cards. The list of Members in good standing – our Member Roll – is kept by the SMLL Secretary and will be available on SMLL.com and at the Annual Members Meeting. For the election, each Member will have a unique ballot # that will be listed on the Member Roll and must be added to their ballot either by a Nomination Committee representative or by the Member directly if the Member has requested and received their ballot number by email.

**LLI Step 4** – Absentee ballots may be obtained from the Secretary IN PERSON. The ballot should have the number of blank lines equal to the maximum number of directors who can be elected to the Board. Voters must list the names of candidates or any other Members in good standing whom the voters would like to see serve on the Board, in order of preference. Ballots should be returned to the Secretary IN PERSON in a sealed envelope to be delivered to the Election Chairman at the Special Members Meeting, still in the sealed envelopes.

*SMLL Implementation:* Members interested in obtaining an absentee ballot from the Secretary may do so on Saturday June 4th from 9-9:45am and 1-3:30pm at Memorial Park, as well as 6-7pm on

Tue night June 7<sup>th</sup>, just prior to the Annual Members meeting. Ballots may be submitted during those windows as well. All completed and valid ballots will be delivered by the Secretary to the Election Chairmen at Annual Meeting, as required by this Step 4.

If a Member is not able to pick up a ballot in person, the Secretary can email an electronic version to that Member, along with the Member's unique ballot number, upon request. The Member will need to write in the ballot # on their ballot, sign their ballot and then submit their ballot to the Secretary in person in the above time slots, ideally already in a sealed envelope, although the Secretary will have extra envelopes available. When Members submit their absentee ballot to the Secretary, they must sign the Member Roll to confirm that they have voted or their vote will not count.

The ballot allows Members to vote for as many candidates as they would like, as the final number of Directors will not be determined until the Annual Meeting, as per LLI step 6.

**LLI Step 5** – When the election portion of the meeting takes place, the first order of business should be to determine if a quorum is present.

*SMLL Implementation:* The updated and LLI-approved SMLL Constitution establishes a quorum as the lesser of 30 people or 20% of the total membership. Based on the SMLL Constitution and guidelines from Little League International, the quorum for this election will be defined by the total number of Members who cast votes, whether by absentee ballots or in-person attendance at the election meeting on June 7<sup>th</sup>.

Because the Election Chairmen will not be counting the absentee ballots until after all of the in-person ballots also have been cast, the Election Chairmen may not be able to confirm whether SMLL has achieved a quorum until after all votes have been cast according to the remaining steps below, and then counted.

**LLI Step 6** – Once a quorum is established, it is proper to determine how many Members should be elected to the Board.

*SMLL Implementation:* Members who are in attendance at the Annual Meeting will vote for how many Members are to be elected to the Board.

**LLI Step 7** – After the number of Directors to be elected is determined, the Nominating Committee will report and present the required number of candidates who have been screened and have agreed to serve if elected.

*SMLL Implementation:* The Nominating Committee will present the list of names of candidates who have been screened and have agreed to serve if elected. The same list is presented on the absentee ballot.

**LLI Step 8** – After the Nominating Committee's report is accepted, nominations will be opened to the floor and any Regular Member may nominate any other Regular Member as a candidate.

*SMLL Implementation:* The Election Chairmen will administer this process during the elections on June 7<sup>th</sup>. Any nominations from the floor will be added to the list of candidates presented by the Nominating Committee.

**LLI Step 9** – After the membership present has completed their effort to nominate additional members, the nomination procedure will be closed by affirmation of the membership.

*SMLL Implementation:* The Election Chairmen will administer this process during the elections on June 7<sup>th</sup>.

**LLI Step 10** – Every Regular Member will receive one ballot and will list the names of candidates they would like to see elected to the Board, in order of preference, choosing from among the candidates included in the Election Committee’s Report and those who are nominated from the floor.

*SMLL Implementation:* Members in Good Standing will have received ballots upon checking in and will be able to complete the ballots at this point in the meeting if they have not already done so.

**LLI Step 11** – The Election Chairman and clerks and tellers will gather and count the ballots. The total number of ballots will be no more than the number of members present, except for absentee ballots previously returned to the Secretary and provided to the Election Chairman, still in their sealed envelopes.

*SMLL Implementation:* The Election Chairmen and other volunteers who are not on the current Board and not candidates for the new Board will gather and count all ballots.

**LLI Step 12** – The number of persons matching the number of Directors approved to be elected as per Step 6 who have the highest number of votes by majority vote (more than 50%) shall become the new Board of Directors. The only exception is that the number of Managers and Coaches elected to the Board must be a minority.

*SMLL Implementation:* The only candidates who will be confirmed as elected to the Board will be those who have received a majority of all votes cast (more than 50%). Because SMLL is now finishing its Spring season and there are no confirmed Managers for next season at this time, the question of how many Managers and Coaches are elected will not apply. It will be the new Board’s obligation to ensure that only a minority of Board Members become Managers and Coaches in the 2016-2017 season.

**Step 13** – Following the election, the Board will meet as a body and elect the officers of the Board from within the membership of the Board.

*SMLL Implementation:* In addition to electing officers of the Board, should the number of candidates elected to the Board by majority of all votes cast be fewer than the number of Directors approved to be elected as per Step 6, the newly elected members of the Board will be responsible for appointing other Members to the remaining positions.

**Step 14** - The Secretary of the Board, as the first official responsibility, shall notify Little League International, the Regional Director and the District Administrator of the election and the identity of the officers so proper communications may commence with the new Board of Directors.

*SMLL Implementation:* This will be the responsibility of the newly elected Secretary of the Board when the new Board is seated as of October 1<sup>st</sup>.