

WEGC Election Primer

21March 2025

The bylaws of the West End Gun Club (WEGC) establish a process for electing Club officers and directors. Bylaw Article 4.12 establishes the Nomination and Election Committee as the Inspector of Elections as required by California Corporation Code (CORP 7614). The process is described in various sections of the bylaws, and it covers qualifications for office, procedures for soliciting candidates, candidate access to club publications (candidate statements), a time line for various milestones, procedures for the Nomination and Election Committee (Election Committee) and for conducting the election and counting ballots. Thus, the following is a summary and overview of the procedures set out in the Bylaws and does not establish any procedures.

The Election Committee is a standing committee and is to be comprised of three members who are not elected officers of WEGC. Two additional members (who are also not officers) may be added to the committee for the purposes of counting ballots. The committee is responsible for soliciting candidates and verifying their qualifications (Article IV). The list of candidates is to be submitted to the President, and then the list of candidates is to be published and a ballot prepared and mailed to the voting membership. The WEGC election timeline is:

January: Committee appointed or renewed in January regular meeting (Article VI).

July: Nominations are to be presented to the President at the July regular Club meeting. Nominations may also be made by any voting member in good standing. All nominees must accept and agree to the nomination (PnP Section 6.1.5), and:

- * Ballots are to be sent to voting members twenty (20) days after the July meeting (PnP Section 6.1.6);
- * Slate of Candidates to be published in the next two newsletters Section 6.1.7);
- * Candidates may publish in the newsletter a one-page biography about their candidacy (Section 6.1.6);
- * A one page biography and platform may be included, at WEGC expense, in the ballot mailing (Section 6.1.7);
- * Candidate biographies must be submitted by the WEGC July meeting (Section 6.1.7.1-4).

September: Completed ballots are due sixty (60) days after the July meeting (post marked not later than 60 days after July meeting).

October: Ballots are counted and announced at the October WEGC meeting. Ballots not received in a sealed ballot envelope are deemed invalid. The chairman of the election committee will present the results to the President and the results announced (Section 6.1.8).

November: The Newsletter Editor shall publish the election results in the next newsletter after the October meeting and the vote tally shall also be posted by the Webmaster on the member's only portion of the Club website. (Section 6.1.10)

In order to implement this process, non-officer (or candidate for office) voting members need to be solicited and gathered together as the Nomination and Election Committee. The two extra volunteers may be solicited later in the cycle, but counting ballots is a bit time consuming, thus the need for the help. Publication (web page & newsletter) should begin about May to meet the July election date.

<> <> <> Changes to the bylaws are not in the purview of this Committee. <> <> <>

References to 2025 BL & current PnP Manual (draft of Jan 2025).....

Extract of 2025 BL on elections:

Art IV

- 4.12 Election of Officers and Directors. West End Gun Club Inc. desires to conduct the election for Officers and Directors with fairness to all members. Officers and Directors shall be elected annually by a vote of the members eligible to vote. In order to do so, the Nominations and Election Committee (ARTICLE VI, Section 6.2) **shall act as the inspector of elections** who shall do such acts as may be proper to conduct the election or vote with fairness to all members. (Corp 7614)
- A. All Voting Members in good standing may nominate themselves, or nominate other voting members, for club Officer or Director positions. All nominees for a Board of Director position shall be Voting Members in good standing and meet all of the requirements for Board positions as defined in Article VI of these Bylaws and the Policy and Procedure Manual.
- B. West End Gun Club's Policy and Procedures Manual shall set forth the manner in which the election for Officers and Directors is conducted.

Art VI

6.2 Regular Standing Committees. There shall be six (6) regular standing committees identified as: (1) Nomination and Election, (2) Membership, (3) Range Development and Planning, (4) Budget and Finance, (5) Bylaws, and (6) Policy and Procedure.

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6.2.B. Nomination and Election Committee:

- (1) The purpose of this committee is to serve as the Inspector of Elections and administer the Club's election process and actively seek qualified candidates for all Club Board of Director positions throughout the committee's entire twelve-month term. The committee shall accomplish this by personal contact, announcements at meetings, by seeking nominations from the membership in the Corporation's newsletter and by posting notices on the members-only portion of the Corporation's website.
- (2) The committee shall be comprised of three (3) Voting Members neither serving on nor a candidate for the Board of Directors. Voting Member Volunteers, also neither serving on nor a candidate for the Board of Directors, may be appointed by a majority vote of the Board at a regular monthly Club meeting to serve as ballot counters with the committee.
- (3) The Nomination and Election committee has the final authority to certify the ballots and the election as final and correct. The Board of Directors shall, by a 2/3 vote of a Board quorum, either accept the election results or reject the election results and call for a new election.

Extracts of Current Policy on elections:

5.0 Board of Directors

5.0.1 One Year Term

The Board of Directors (referred to in this document as the Board) shall be composed of the elected Officers and Directors of the Club, as identified in Article V of the By-Laws and shall serve a term of office of one year.

5.0.2 Board Qualifications

Any Voting Member in good standing is eligible to be elected to the Board. Candidates for Club President, Vice President, Secretary and Treasurer must also be bondable.

5.0.3 Discipline Qualifications

Qualified candidates for a Discipline Director Board position shall be experienced with and an active participant of the discipline for which they have been nominated. The level of participation that meets this requirement can be set by a majority vote of the Board of Directors.

6.1 Nomination and Election Committee: *[All of 6.1 Passed 10Nov2020]*

6.1.1 This committee shall meet as often as necessary to fulfill its purpose.

6.1.2 The Nomination and Election Committee shall maintain a record of the current list of prospective nominees. The out-going committee shall pass any prospective candidate information it has gathered to the incoming committee.

6.1.3 All nominees for a Board of Director position shall be Voting Members in good standing and meet all of the requirements for Board positions as defined in Article 6 of these Bylaws. Qualified candidates for a Discipline Director Board position shall be an active participant of the discipline for which they have been nominated.

6.1.4 Any nominee for the position of President, Vice President, Secretary, or Treasurer must also be bondable. All nominations for Club Officers and Directors shall be made at the regular Club meeting held in July.

6.1.5 Any Voting Member in good standing may make nominations for all Board positions from the floor at the regular monthly Club meeting in July. To accept any nomination, the nominee must signify acceptance, either in person or by letter of acceptance presented at the meeting. An email to the Board shall be deemed a letter.

6.1.6 The Nomination and Election Committee shall submit all nominations to the President at the regular monthly Club meeting held in July, two months prior to the September meeting. The Membership Director shall mail numbered ballots with return envelopes, listing all the nominees, to the Club's Voting Members, no later than twenty (20) days after the July Club meeting. The slate of nominees shall be published in the two next monthly Club newsletters and posted on the members-only portion of the Club website.

6.1.7 All candidates for office shall have access to the two next monthly Club newsletters to publish a maximum one-page biography therein about their candidacy. Candidates may also publish a maximum one-page biography about their candidacy and platform, at Club expense, to be mailed along with the ballots. Candidate letters must be submitted to the Nomination and Election Committee at the July Club meeting to allow time for review and to meet the publishing and mailing time tables prescribed in these Bylaws.

6.1.7.1 Language used in these publications shall be civil, contain no profanity, and shall not contain any personal degradation of any candidate or other member. Candidate statements

may not contain unprovable or inaccurate statements that members might think are facts.

6.1.7.2 The Nomination and Election Committee shall review candidate statements to ensure they comply with 6.1.7.1~~(7)~~^a above. In the event there are questions, the committee shall contact the author and review the language with them. The order of contact shall be by phone, text message or email and lastly US Postal Service. The author may revise and resubmit the statement or appeal the matter to the Board of Directors. If the process extends beyond the ballot mailing deadline, through no fault of WEGC, the questioned statement may not be included in the mailing.

6.1.7.3 The Board shall have authority to edit and remove any inappropriate language or personal libel prior to publication after following the procedure above. It must be recognized that to preserve the independence of the election process, exercising the authority of this clause will adversely affect the election process, thus great caution must be exercised.

6.1.7.4 The Board may, if they choose, appoint a three-member committee to review these statements to make sure that they comply with the Bylaws.

6.1.8 The Nomination and Election Committee members shall collect the unopened ballots and tally them prior to the October meeting. The Committee Chair will present the results of the tally to the President at the October meeting and the results shall be announced at that time.

6.1.9 At the Annual meeting, upon completion, certification, and acceptance of the election, the outgoing President shall administer the oath of office to the elected Officers and the incoming Board of Directors shall be installed. Upon adjournment of the Annual meeting, a transitional Board meeting, attended by the newly installed Officers and the immediate past Officers shall be convened by the newly installed President and the out-going Officers will inform the newly elected Officers of all continuing and pending Club business.

6.1.10 The Newsletter Editor shall publish the election results in the next newsletter after the October meeting and the vote tally shall also be posted by the Webmaster on the members-only portion of the Club website. The Club Secretary shall maintain the ballots for 60 days after the Annual meeting and then the ballots shall be destroyed. Report of the election results will be maintained with corporate documents.

6.1.11 The Nomination and Election committee has the final authority to certify the ballots and the election as final and correct. All other specific procedures regarding the election and ballots shall be established by the Board and published in the Club Policy and Procedures manual.

6.1.12 Newly elected Board members shall be considered by their title "elect" and shall serve ad hoc on all committees necessary to learn their duties and assist with the committees' projects and goal planning for the next calendar year.

PnP Section 7

7.1 Qualifications – Officers. In order for a member to run for the West End Gun Club Office position of President, Secretary, Vice President or Treasure, the candidates shall have been a voting member in good standing, at the time of nomination, for a minimum of one year and meet the following qualifications; *(approved 14 September 2021)*

7.1.1 Attendance. Attendance of at least 8 Club meetings during the preceding year as a Voting member, as recorded in the Club Meeting Sign-In Log kept by the Sergeant-at Arms, or have provided equivalent verifiable service to the WEGC in any volunteer position for a similar length of time; and any one of the following: *(approved 14 September 2021)*

7.1.2 Time on BOD. Prior service as a West End Gun Club Director of one year or more during the last five years including service as a non-voting appointee Board Member. *(approved 14 September 2021)*

7.1.3 Time on Standing Committees. Appointed to and actively serving continuously with 1 year of service or 2 years partial service, on any standing committee(s) with regular attendance at monthly Club meetings, at least 6 per year as recorded in the Club Meeting Sign-In Log kept by the Sergeant-at-Arms.

7.1.4 Equivalent Time. Any verifiable prior service in the above criteria with another non-profit gun club, or professional experience in the business community comparable to the West End Gun Club requirements in any of the aforementioned categories.

7.1.5 Exception by BOD

In the event the WEGC is unable to fill an officer position on the ballot with a member meeting the aforementioned qualifications, the Board may by a two thirds (2/3) majority may waive requirements of Sections ~~7.11~~ **7.1.2** thru ~~7.14~~ **7.1.4** and nominate a voting member candidate who may run for that respective office. *(approved 14 September 2021 & fixed 13 February 2024)*

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