

G. Commemorative Air Force Unit Staff Elections

1. Initial Unit Leader

Original Unit Leader will be appointed by the CAF's President to serve a term of two (2) years. Following these two (2) years, the Unit Leader will be elected by regular or special election.

2. Timing of Elections

Elections shall be held during the last calendar quarter by all CAF Units, with elected officers taking office on 1 January following. Each Unit should adjust its calendar to conform to this election schedule.

3. Eligibility to Vote

A member is eligible to vote in Unit elections if he has been a member (Colonel) of the CAF for at least thirty (30) days and his dues are current both with International Headquarters and the Unit. CAF Honorary members who choose to become dues-paying members are eligible to vote and hold office. CAF Honorary members who do not pay dues are ineligible to vote or hold office. **It shall be the duty of the Unit Finance Officer to determine who is eligible to vote in Unit elections.** The Finance Officer will report his findings to the Unit Leader before elections are held. No proxy votes will be allowed.

To determine the voting eligibility for Members utilizing the bank draft system the following guidelines are to be used.

- a. A new CAF member is commissioned at the next General Membership meeting and is eligible to vote beginning with the second General Membership meeting after his/her joining.
- b. A current member who changes over to the bank draft system may vote at the next General Membership meeting provided he/she has been a member for twelve consecutive months.

4. Elections

There are some key elements to the unit election process and they all play a vital role in the election process. The Unit Staff which appoints the Nominating Committee and Election Committee. The Nominating Committee which selects the nominees and submits their names to Headquarters CAF for review. The Election Committee which is responsible for conducting the unit's election meeting and the Finance Officer who is responsible for verifying the eligibility of the voters.

a. Nominating Committee/Nominees

The Unit Staff, including the Unit Leader, will appoint a nominating committee by a majority vote. The committee will be made up of three (3) or more Unit members in good standing, which will offer a slate of officers. This Committee shall place into

nomination the names of those members who are chosen. The Nominating Committee is tasked to review all nominees and using their judgment, personal knowledge of the nominees, knowledge of the CAF and the duties required by each position, pick the best possible nominee(s) for each position open for election. There is no specific number of nominees that must be named for each open position up for election. There may be times with two or more equally qualified nominees step forward. The Nominating Committee may chose the “best” candidate, in their judgment or choose to nominate both/all candidates. The Nominating Committee’s report to the Unit Staff and Election Committee must be done in a timely manner. The Unit must allow time for the election meeting date announcement and presentation of nominees to the membership. This should be done not later than 30 days prior to the election meeting date to provide time for the membership to review the candidates nominated for each position.

- (1) A list of Nominees for unit staff positions shall be submitted to the President at CAF Headquarters for review at least 30 days prior to the election meeting. The nominee’s record of service shall be included on the nomination list that is forwarded to headquarters for review prior to the election date. Failure to complete this review of nominees may result in the unit’s election being invalid.
- (2) Nominations from the floor shall be recognized if the nominees meet eligibility requirements and prior agreement to serve is obtained.
- (3) Nominees for unit staff officer positions shall be current dues paid members in good standing with the unit and the Commemorative Air Force. In good standing indicates that the nominees have paid all membership fees and/or other financial obligations prior to the scheduled election date. The actions to meet all financial obligations should be completed not later than thirty (30) days prior to the scheduled election date. It is preferred that the nominees have at least two (2) years of unbroken service as a member in good standing with the Unit and the CAF prior to serving on the unit staff.

(4) Confirmation of Unit Staff Officers

Whether elected or appointed the name of each Unit Staff Officer shall be submitted to the CAF Headquarters Administrative Staff for confirmation. This shall be accomplished and duly completed prior to any member serving in any official Unit Staff capacity.

b. Election Committee

- (1) The Unit Staff shall appoint an Election Committee of three (3) Unit members in good standing to conduct the annual Unit Staff elections each year. The Election Committee member’s duties are to conduct the election, mail the absentee ballots (if used), tabulate and report the results of the balloting and hold the Absentee Ballots as outlined in this section of the Unit Manual. The Election Committee members must be confirmed by a majority vote of the Unit Staff.

- (2) The Election Committee members must not be involved in the elections in any form, except as eligible voters. They cannot be members of the Unit Staff, Unit Nominating Committee, or a candidate for election to the Unit Staff.

c. Voting in Unit Staff Elections

- (1) Shall be by written ballot or voice vote. No person shall cast more than one (1) vote. No proxy votes will be allowed.

- (2) Absentee Voting

Absentee voting is authorized for all Unit Staff Elections. In all annual Unit elections, the Election Committee must be prepared to respond to any and all requests, from members in good standing for an Absentee Ballot. [See paragraph 4.h page 3- for details regarding the procedures to be followed by the Election Committee.] Absentee balloting may be used in conjunction with ballots cast in person at the regular Unit election meeting or used as the only method of voting.

- (3) Tie Votes

During the annual unit election, should the balloting for any staff officer position result in a tie vote, the current officer serving in that position would complete the present term through 31 December of that year. Effective 1 January to the new year, this position would then be declared vacant by the unit staff. This position would then be filled during the next regularly scheduled staff meeting, after January 1 of the new year. The remaining staff officers will determine who will fill the vacancy by simple majority vote. The term for such interim appointment shall expire on 31 December of the year of the appointment. Such vacated staff officer position shall be filled for its remaining term at the next regularly scheduled annual unit election.

d. Voter Qualifications

Only current dues-paid members of the Commemorative Air Force who are in good standing with the Unit shall be eligible to vote. Good standing indicates that the member has paid all membership fees and/or other financial obligations prior to voting. All voters must display evidence of CAF and Unit membership dated no less than thirty (30) days prior to the date of the election in which they wish to vote. It is the Unit's Finance Officers duty to determine voter eligibility. (See Finance Officer's Duties). To determine the voter eligibility for members utilizing the bank draft system for dues payment the following guidelines are to be used.

- (1) A new CAF member is commissioned at the next General Membership meeting and is eligible to vote beginning with the second General Membership meeting after his/her joining.

- (2) A current member who changes over to the bank draft system may vote at the next General Membership meeting provided he/she has been a member for twelve consecutive months.

e. Schedule/Term of Office

Staff elections shall be held annually, during the final quarter of the calendar year. Terms of office begin on 1 January of the year immediately following the election. The election of one-half (1/2) of the Unit Staff Officers shall be held in one (1) year and the remaining one-half (1/2) during the following year, in continuing sequence. The Unit Leader shall be elected biennially after the initial two-year (2) General Staff appointed term has expired. Unit leaders are limited to serving two (2) consecutive elected terms.

f. Appointment

The original Unit Leader shall be appointed by the CAF's President for a period of two (2) years. The Leader may then select his Executive Officer.

g. Vacancies

Vacancies occurring in the Unit Staff may be filled by appointment by a simple majority of the remaining elected Unit Staff Officers. Such appointments shall fill only the remainder of the unexpired term for that particular office. The CAF's President may make temporary appointments to the Unit's staff if required to maintain the good order of the unit.

h. Confirmation

Whether elected or appointed the name of each Unit Staff Officer shall be submitted to the CAF Headquarters Administrative Staff for confirmation. This shall be accomplished and duly completed prior to any member serving in an official Unit Staff capacity.

i. Absentee Voting Procedures for Unit Elections

- (1) The Unit Election Committee is responsible for conducting all steps of the election process, including conducting the election meeting, processing the election ballots (absentee and those cast at the election meeting) and reporting the results to the Unit membership.
- (2) A letter or notice published in the Unit newsletter may be used to notify Unit members of the date and time of the Unit Election meeting. The letter or notice must be sent to all Unit members in good standing no later than (30) days prior to the election date. The Election Committee must work with the Unit Finance Officer to ensure all voters are current in their CAF and Unit membership dues, and meet the requirements of [paragraph F.4.c page 3-19], for voter qualifications.

- (3) The notification letter must contain information regarding the member's right to vote and inform the member that they may request an Absentee Ballot by writing to the Election Committee at an address designated by the Election Committee. Requests for Absentee Ballots must be postmarked (or received, if electronic mail is used), prior to the date of the Unit election.
- (4) The Election Committee must have all those voting in person during the Unit's election meeting sign a voter's registration list. This list will be used by the Election Committee to ensure that no member who votes in person at the Unit election meeting is mailed an absentee ballot.
- (5) The Election Committee will prepare and mail the absentee ballots to all CAF members in good standing who have properly requested an absentee ballot, and did not vote in person during the Unit election meeting, no later than five (5) days after the date of the election. The absentee ballot must contain instructions for completing the ballot and list the names of all candidates nominated, including those nominated from the floor. The absentee ballot must also state the date the ballot must be postmarked to be accepted as a valid ballot (normally thirty (30) days after the date of the Unit election meeting). The absentee ballot must be returned in a ballot envelope that is further identified by the member's name and CAF identification number clearly printed on the outside.
- (6) All Absentee Ballots must be returned by the voter to the address specified by the Election Committee. The returned envelope must be postmarked no later than the stated return date to be valid. The Election Committee must hold all returned ballots in a secure manner for no less than sixty (60) days after the election date.
- (7) The Election Committee will provide the election results to the Unit Staff in a written report signed by the Election Committee members. The Unit Staff will determine how to announce the election results to the Unit members.
- (8) The Unit Staff and the Election Committee must schedule the Unit election meeting to provide adequate time for absentee ballots to be prepared, mailed and returned in a timely manner to enable the new officers to take office on 1 January as required.