**DATE:** May 4, 2020
**TO:** Illinois Democratic County Chairs
**FROM:** Executive Director Dan Kovats
**SUBJECT:** IDCCA Election Procedures

Included are the procedures for the upcoming Election of Officers for the IDCCA Executive Board. These procedures were developed from our bylaws and Robert’s Rules of Order.

Per our bylaws, President Kristina Zahorik (McHenry) has established an ad-hoc committee, to be chaired by Vice President Billy Halstead (Peoria), to examine candidates running for the Executive Board. Also serving on this committee are Vice President Pam Davidson (Knox) and At Large Member Mike Barone (Jackson). Any County Chairs interested in running for the Executive Board should contact dan@ildcca.org for further information. The ad-hoc committee will speak with potential candidates about the role of the Executive Board and will submit a slate of recommended candidates during the meeting. Candidates will still be able to be nominated from the floor during the Election.

The following offices are up for election:

**President
1st Vice President
2nd Vice President
3rd Vice President
4th Vice President
5th Vice President
6th Vice President
7th Vice President
8th Vice President
9th Vice President
10th Vice President
Treasurer
Secretary**

Per our bylaws, each member of the IDCCA will have one (1) vote during an election vote. Proxy voting will be allowed for the Election of Officers and the proxy form has been included with these procedures. All proxy forms must be signed prior to being submitted. The notarization requirement has been suspended due to COVID-19. All proxy forms may be mailed to the IDCCA or emailed (scanned) to dan@ildcca.org by the start of the General Membership Meeting.

The IDCCA General Membership Meeting will be convened via Zoom Video Conference Service on Saturday May 16, 2020. A registration link for this meeting will be included with these procedures. Please plan on joining the meeting at least 10 minutes prior to the start to allow for correcting possible connection issues. If you are planning on calling into the meeting, please provide the number to staff that you are calling in from. This will ensure that only County Chairs’ can vote in our Election of Officers.

**Election Procedures**

The IDCCA President will call the meeting to order at the date, time, and location that the he / she / they has set for the General Membership. Any non-Election business will be conducted at the start of the meeting. This includes the President’s Report, Executive Director’s Report, Secretary’s Report, and Treasurer’s Report. After the all non-Election business has been conducted, the IDCCA President will ask for a motion to move the meeting into Executive Session. This motion must be seconded and approved by a voice vote of the County Chairs present. All non-County Chairs will be asked to leave the meeting. The IDCCA Staff & IDCCA Legal Counsel will be allowed to stay but will not have voting privileges.

The IDCCA President will be the Chair of the Election and will make all final decisions on motions and speaking order. IDCCA Legal Counsel will assist the IDCCA President to ensure that any actions taken are lawful and abiding by the IDCCA Bylaws. Roberts Rules of Order will be used to govern the Election.

The IDCCA President will announce that nominations are being accepted for the IDCCA Executive Board. Nominations will be accepted for the following positions:

***President
1st Vice President
2nd Vice President
3rd Vice President
4th Vice President
5th Vice President
6th Vice President
7th Vice President
8th Vice President
9th Vice President
10th Vice President
Treasurer
Secretary***

The Chair of the ad-hoc evaluation committee will make a motion to nominate the slate of candidates that had submitted their names for consideration. This nomination of candidates must be seconded. The IDCCA President will ask if there are any further nominations for the IDCCA Executive Board. Any County Chair may make a motion to nominate a candidate for any position on the Executive Board. This motion must be seconded. After all nominations have been made and seconded, the IDCCA President will ask for a motion to close nominations. The motion to close nominations must be seconded and approved by a voice vote of the County Chairs present.

If there are multiple nominations for an office, the IDCCA President will ask each candidate for that office to address the General Membership. After all candidates have addressed the General Membership, the IDCCA President will move to an immediate vote of the candidates who have been nominated.

If there are multiple nominations for an office, the IDCCA Executive Director will send out closer to the meeting information regarding how this vote will be conducted

A certification of the final vote will be signed and approved by the newly elected IDCCA President and the newly elected IDCCA Secretary.

Once all deliberations have been completed, the IDCCA President will ask for a motion to close Executive Session and move back to Regular Business. This motion must be seconded and approved by a voice vote of the County Chairs present. Any non-County Chairs will be allowed to reenter the meeting.

The IDCCA President will announce the winners of the election. The IDCCA President will have the discretion on the best way to release any information to the public regarding any actions taken by the IDCCA.