



MANRRS National Officer

Nomination Process



Timeline for the Election Process

December 1, 2019:	Nominations open
January 3, 2020:	Submit planned interview dates
March 2, 2020:	Nominations closed
March 2 – March 6, 2020:	Schedule and host interviews
March 8, 2020:	Submit all interview evaluations on Teamwork
March 15, 2020:	Send “Next Steps” Letter to Nominated Officers
April 2, 2020:	Host Nominations at MANRRS Undergraduate & Graduate Meeting
April 2, 2020:	Host Nominations at MANRRS Professional Meeting
April 3, 2020:	Newly Elected and Current Officer Meeting
April 4, 2020:	Announce Officers at MANRRS National Leadership Forum and Business Meeting



Robert's Rules of Order for Nominations by Committee

The Nominating Committee's Role:

- The duty of a nominating committee is to find the best candidate for each office. The bylaws should not tie the hands of the committee to find more than one person to fill each slot; the committee should find the best candidate for each office. Persons serving on the committee can be nominated for office.
- The secretary should give the committee a copy of the membership list, the bylaws, a description of the duties of each office, and the eligibility requirements. The committee must carefully review the eligibility requirements for each office and see that the nominees meet these requirements. If anyone is elected, and it is discovered after the election that the person is not eligible, the election of that officer is null and void. The committee then has to find a new nominee, and the members have to vote again.
- The committee should meet, carefully review the membership list, and select the people who they think will do the best job in each office. A member of the committee should then be designated to call each nominee to see if he or she is willing to serve if elected. If someone is not willing to serve, the committee needs to meet again and find another candidate. If no candidate is found, the committee can leave that slot open for nominations from the floor. Or, they can tell members publicly that they do not have a nominee for a certain office; this allows members to volunteer. No one should be nominated without his or her consent because, if elected, the person may decline to serve and members will have to hold another election.

A Nominating Committee's Report:

- The report of the nominating committee is usually given under "special orders." When called on to give the report, the chairman of the nominating committee states the nominations for each office.
- In the event of a split in the nominating committee over who to nominate. If a minority of the committee wishes to nominate someone else, the members in the minority can make the nomination when nominations are taken from the floor.

As soon as the committee reports, it is discharged from its duties. During special circumstances, the committee is revived to make nominations to fill vacancies. After the committee reports, the chair states:



Motions Related To Nominations

- Do not interrupt a speaker who has the floor or a member making a nomination
- Must be seconded
- Not debatable
- Can be amended
- Requires a majority vote (except the motion to close nominations, which requires a two-thirds vote)
- Can be reconsidered if it is a negative vote to reopen nominations

Method of Nominations

- You simply say, "Sir/Madam Chair, I move that the chair appoint a committee of three to consider and make recommendations on the replacement of Mr. Exeter, who has resigned as chairperson of the membership committee."

Motions to Open or Close Nominations

- A motion to open nominations, when made by a member, is usually a motion to reopen nominations after they have been closed. (The chair usually just announces the opening of nominations at the appointed time when they are in order.)
- A motion to close nominations, "Hearing no further nominations, nominations for the office of [name the office] are closed."

Nominations and The Minutes

The secretary places all nominations in the minutes. If the organization uses a nominating committee and then takes nominations from the floor, the secretary records the nominating committee's report first and then lists nominations for each office in the order they are presented as given by the members from the floor.

Electing By Ballot

- Nominations for all offices conclude before any balloting begins. This saves time and allows for polling at a time and place other than a meeting.
- Nominations for each office are followed by the election for that office.



Who Gets To Vote

- Financially Active Members.
- Appoint reliable ballot counters to hand out and collect ballots and to count the votes.
- Only members entitled to vote are given ballots or are allowed to deposit ballots with a ballot counter or place them in the ballot receptacle.
- The presiding officer votes along with all the other members, although she is never allowed to cast a tie-breaker in a ballot vote.
- A member has the right to vote until the polls are closed. A late-arriving member can vote only with other members' consent by majority vote.

Counting the Ballots

- **Blank votes** are treated as scrap paper and **DO NOT** count at all.
- Illegal votes cast by legal voters count toward the total votes cast, but they do not count for any individual choice or candidate. Illegal votes are:
 - Unintelligible ballots
 - Ballots cast for a fictional character
 - Ballots cast for an ineligible candidate
 - Two or more marked ballots folded together (together they count as only one illegal vote)
 - If a marked ballot is folded together with a blank ballot, the marked ballot counts as one legal vote, and the blank ballot is considered scrap paper.
 - Each question on a multipart ballot is counted as a separate ballot. If a member leaves one part blank, the votes entered on the other questions still count.
 - If a member votes for more choices than positions to be elected, the vote is considered illegal.
 - If a member votes for fewer choices than positions to be elected, the vote is legal and those votes count.
 - Small technical errors, such as spelling mistakes or marking an X when a checkmark is called for, do not make a vote illegal as long as the voter's intent is discernible.
 - Votes cast by illegal voters must not be counted at all, not even included in the number of total votes cast. If it's determined that enough illegal votes were cast by illegal voters to affect the result, and these votes cannot be identified and removed from the count, then the vote is deemed null and must be retaken.
 - Voters are not financially active.



After The Vote

- After the votes are counted, the lead ballot counter reads aloud to the membership the complete report of the vote counts but does not declare the result. That job belongs to the presiding officer, who reads the report again to the members, concluding with a formal declaration of the result. The entire ballot counters' report should be included in the minutes of the meeting.

Determining Who Wins

- Elections are decided by majority vote unless bylaws provide differently. For a ballot election, the election is not complete until a position is filled, and a position is never filled until a candidate receives the threshold number of votes required for election. In most cases, the threshold is a majority of the votes cast. If you have only two candidates and the vote is a tie, you repeat the balloting until one candidate receives a majority.
- Balloting must continue until a candidate receives a majority. It is never proper to drop the candidates receiving the lowest vote totals from a ballot unless they withdraw voluntarily. The requirement for election by ballot is a majority, and a candidate has no obligation to withdraw just because the polls low numbers.

Other things to consider during the election process:

- A quorum needs to be present throughout the election meeting. If members leave during the meeting so that a quorum is not present, those offices not yet elected must be put off until an adjourned meeting or until the next meeting.
- Ballot counters should cast their ballots at the same time that the assembly votes.
- If a member is elected and not present and has not previously said that if elected he or she will serve, someone should call the member to see if he or she will accept the office. If not, the members can vote again during that meeting for another candidate.
- If an elected candidate declines the office after he or she is elected and after the meeting was adjourned, another election needs to take place, if at all possible. If the bylaws specifically address this situation, members should follow the bylaws.
- If it is discovered after an election that the person elected does not meet the eligibility requirements, and even if the person has begun to serve, the election is void. The organization must have another election.



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- A member cannot make the motion to adjourn while the assembly is occupied with taking a vote, verifying a vote, or announcing a vote, except when the vote is by ballot. In a ballot vote, after the ballot counters have collected all the ballots, a member can make the motion to adjourn. If the motion is adopted, the assembly can adjourn before the vote is announced if it has another meeting scheduled. The balloting committee can still count the ballots. When the next meeting begins, the first order of business is to hear the report of the balloting committee and for the presiding officer to announce the vote that was taken at the previous meeting.
 - If counting ballots takes some time, it is best for the assembly to take a recess instead of adjourn.
 - In counting the votes, the balloting committee must not confuse a majority vote with the highest number of votes. The person who gets the most votes may not have a majority of the votes. In this case, the members must vote again until one candidate receives a majority vote.
 - If there is a question about the way a ballot is marked, the ballot counters should take it to the presiding officer. He or she should present it to the assembly to decide what to do with the vote - whether to count it and toward what name to credit the vote.
 - When presenting the nominations or taking the vote for a list of offices, the president should follow the order of offices that appears in the bylaws.
 - If a person has been nominated to more than one office and is elected to two offices, he or she can choose which office he or she wants. The assembly then votes again on the other office.
 - If a member is not present to choose which office he or she wants to serve, the members vote on which office they want him or her to serve. Members then vote on a candidate to fill the remaining office.
 - If members adjourn before an election is complete, they should set the time for an adjourned meeting to finish the election. If they do not set a time for an adjourned meeting, they can call a special meeting (if the bylaws allow this). Or, members can also finish the election at the next regular meeting if the meeting falls within a quarterly time period.
 - If members are voting for offices that have staggered terms or that last more than a year, the secretary should include in the minutes when the term expires. The minutes may say, for example, "Eric Olson was elected to the board for two years. His term expires July, 2016."



Application Submission Checklist

Student Officers Checklist

- ✓ Meet the deadline of March 2, 2020 at 11:59 pm EST.
- ✓ Maintain a minimum cumulative GPA of 2.5 for Undergraduate and 3.0 for Graduate Students on a 4.0 scale.
- ✓ Active MANRRS membership for a minimum of one year.
- ✓ For the student Undergraduate President position, you must have previously served and completed a term as a National Undergraduate Student Officer.
- ✓ For the Graduate Student President or Regional Vice President position(s), you must have a letter indicating that you are currently or have been accepted to an accredited Graduate program.
- ✓ Submit an unofficial transcript to verify good academic standing.
- ✓ Record a short 3 minute video telling why you desire to serve as a National Officer.
- ✓ Complete a phone interview where you will be contacted upon full completion
- ✓ **Undergraduate students** applying for Officer Positions must submit **two letters of recommendation**: from your MANRRS advisor and a collegiate professor or current or past employer.
- ✓ **Graduate students** applying for Officer Positions must submit **two letters of recommendation**: from your MANRRS advisor and/or your department chair or graduate advisor.
- ✓ Submit a current resume
- ✓ Must be available for the MANRRS event dates.

Student Candidates must be available for all the following events:

- ✓ 2020 and 2021 National Conferences
- ✓ National Officer Training and Development Training: May 13-17, 2020
- ✓ National Officer Training and Leadership Development Program Summer Meeting: August 6-9, 2020
- ✓ National Officer Training and Leadership Development Program Winter Meeting: January 7-10, 2021
- ✓ National Conference April 2021
- ✓ Executive Committee (Small) Meeting (Student Presidents only) bi-weekly conference call
- ✓ Present for biweekly Student Officer conference calls
- ✓ Serve on the 2020-2021 Advisory Committee (Immediate Past Presidents – Student and Professional Only)



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- ✓ Attend selected regional events and participate in officer teleconferences throughout the year

STUDENT RESPONSIBILITIES

- Maintain consistent communication to all chapters in your region.
- Conduct a monthly teleconference calls with all chapter presidents in your region.
- Manage a MANRRS e-mail account and MANRRS documents.
- Serve on a committee (i.e. Alumni, Jr. MANRRS, Public Relations, Communications, Finance, Membership, Program, Ad-hoc Constitution Committee, Ad-hoc Strategic Planning, & Conference Planning)
- Submit monthly reports telling of progress, struggles, and successes within your region.
- Develop relationships with national office, officer team, peers, chapter advisors, sponsors, and company representatives.
- Successful completion of the year of service to be eligible for the Student Officer Award (Student Officers Only).
- Assist in planning of Regional Clusters and National Conference (serving as a host which means you are actively on duty for the duration of these event, students officers are to be present at all meetings and events). During National Conference student officers are serving in their respective roles (i.e. Master of Ceremonies, Facilitating workshops, etc.).

Professional Officers Checklist

- ✓ Meet application Deadline of March 2, 2020 by 11:59 PM EST
- ✓ Complete Officer Intent Form
- ✓ Submit Resume/ CV
- ✓ Letter of Support from Employer, preferably your supervisor
- ✓ Letter of Recommendation
- ✓ Headshot

PROFESSIONALS RESPONSIBILITIES

- National Officer Training and Development Training: May 13-17, 2020
- National Officer Professional Training: Tentatively planned for the end of July, 2020
- National Officer Training and Leadership Development Program Summer Meeting: August 6-9, 2020
- National Officer Training and Leadership Development Program Winter Meeting: January 7-10, 2021
- 36th Annual National Conference April 2021
- Maintain consistent communication with the Executive Committee.
- Participate in bi-weekly teleconference calls with the National President and the Executive Committee.
- Manage a MANRRS e-mail account and MANRRS documents.



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- Serve on smaller committees within the executive committee (i.e. Alumni, Jr. MANRRS, Public Relations, Communications, Finance, Membership, Program, Ad-hoc Constitution Committee, Ad-hoc Strategic Planning, & Conference Planning)
 - Develop relationships with the national office, officer team, chapter advisors, sponsors, and company representatives.
 - Assist in planning of Regional Clusters and National Conference (serving as a host which means you are actively on duty for the duration of these event, professional officers are to be present at all meetings and events).

Social Media Campaign

All candidates are welcome to campaign online via their personal social media channels. Posts must be represented in a professional manner and refrain from profanity and must not contain violate activity to opponents, voters, members or viewers. Any improper and unprofessional social media posts could refer to removal from the ballot for the MANRRS National Officer position. Please follow the same guidelines of your university and place of employment.

MANRRS utilizes several social media platforms such as Facebook, Instagram, YouTube and Twitter as part of its overall communication strategy. The National Organization is represented through the following accounts [*Instagram*-@NationalMANRRS; *Twitter*-@NationalMANRRS; *YouTube*-@MANRRSNetwork; *Facebook*-@NationalMANRRS, and all active chapters in good standing are encouraged to utilize social media platforms with the MANRRS brand. To ensure consistency and to maintain the integrity of the organization, chapters must follow the Social Media Guidelines as established by the National Office. All social media accounts are representative of the Society and should not reflect the views or used for personal gain of individual members. The Executive Committee will determine appropriate reprimand for chapters in violation of the social media guidelines.

Posting Guidelines

MANRRS branded pages should share content on an average of *one post per week*, but more frequent posts are encouraged (*ideally 4-5 posts per week*).

Content examples include:

- Re-shared content from the National MANRRS account(s) and any Regional account(s)



- Agricultural, natural resource, industry events, and other related news
- Flyers and announcements for upcoming events
- Photos from past events
- Member spotlights
- MANRRS trivia/history
- Meeting times
- Corporate sponsor or exhibitor job postings

Written Social Media Policy

- Refrain from using inappropriate language or excessive slang.
- Only post MANRRS relevant content on any MANRRS related social media accounts.
- Refrain from expressing personal, religious, and political views.

Image Policy

- Posting images from chapter meetings, career fairs, regional clusters, recruitment events. And other MANRRS related local events is encouraged.
- Refrain from posting any inappropriate photos, including after hour photos from MANRRS related events - as there are often things in the background that may be considered inappropriate.
- Do not “like” any photos or posts that contain any political, religious, or non-industry related content.

Online Activity

- Be conscious about mixing your personal and business lives.
- You are responsible for your actions.
- Mind the audience (our sponsors).
- Do not comment on behalf of MANRRS on any political or controversial university related topics unless approved by the National Organization.
- Do not comment on behalf of MANRRS on any political or controversial university related topics such as GMOs, federal government in general or federal government agencies, political agendas, political campaigns or endorsements unless approved by the National Organization.
- When using any #MANRRS related tags, please be mindful of the content from your prior and subsequent post as they may inadvertently associate the organization with your personal page.