

# Ohio Association of Election Officials Bylaws

## **ARTICLE I** **NAME**

The name of the Association shall be the Ohio Association Of Election Officials.

## **ARTICLE II** **PURPOSES**

The purposes of the Association shall be

- (1) To promote a closer association and better understanding between Board Members, Directors and Deputy Directors of the County Boards of Elections of the State of Ohio and the Secretary of State;
- (2) To establish and maintain uniformity and certainty in the customs of the various Boards of Elections and in the interpretation of the laws of Ohio relating to elections;
- (3) To elevate the standards of our profession through education and offer ways and means to better serve the public;
- (4) To encourage the passage of laws improving the administration of elections;
- (5) To cultivate a professional and constructive dialogue among those directly or indirectly interested in election administration.
- (6) To create unity and interest among its members by
  - (a) Establishing and maintaining a clearing house of useful information relating to interpretation of laws; interpretation of opinions of the Attorney General, the Secretary of State, and the Ohio Elections Commission; and other matters relating to elections in Ohio;
  - (b) Furthering the interests of electors of the State of Ohio by investigation, discussion, dissemination of information, legislation and appeal to the public sentiment.

**ARTICLE III**  
**MEMBERSHIP**

**SECTION 1**

**Regular Membership:** The regular membership of the Association shall consist of the board members, directors, deputy directors, and full-time staff members of the county boards of elections in Ohio.

**SECTION 2**

**Voting Delegates:** The board members, directors, and deputy directors of the county boards of elections shall have voting privileges in meetings of the Association.

**SECTION 3**

**Associate Membership:** The Ohio Secretary of State and all full-time employees of the Elections Division of the Secretary of State's Office shall be associate members of the Association.

**SECTION 4**

**Honorary Membership:** Any person who has rendered distinguished service to the causes and objectives of this Association shall be eligible for honorary membership. Nominations to honorary membership may be made at any meeting of the Association by a voting delegate, and upon approval thereof by the voting delegates, shall be accorded the rights and privileges of regular members of the Association.

**SECTION 5**

**Life Membership:** When regular members of this Association retire, resign, or vacate their official Association office, they may upon nomination and majority vote of the voting delegates of the Association present, become Life Members of this Association. Such members shall be accorded all the rights and privileges enjoyed by regular members of the Association. Dues for life members shall be waived by the Association, but all conference and registration fees shall be at the member's expense.

**SECTION 6**

**Disciplinary Actions:** Any member may be suspended for a period or expelled for just cause, such as serious and willful violations of the Bylaws or rules of the Association. Such suspension or expulsion shall be by a majority vote of the Board of Trustees, provided that notice of the proposed action, the time and place at which the action is to be taken, and a statement of the reason(s) for the proposed action shall have been sent by registered mail to the affected member at his or her last recorded address at least fifteen (15) days before final action is taken. The member so charged shall have an opportunity to present a defense. Failure to make a defense before the Board of Trustees shall imply acquiescence to the charge.

## SECTION 7

**Dues and Fees:** The revenue necessary for the operation of Association shall be raised by dues and fees to be assessed against the boards of elections on an annual basis in an amount determined by the Board of Trustees. Annual membership dues shall be paid by August 15th of each calendar year unless otherwise specified by a majority of the officers. Refunds of fees will be considered at the sole discretion of the board of trustees on an individual basis upon written request sent to the treasurer. Requests for refunds of conference fees must be received within 30 days of the conference. Refunds of fees for an emergency situation, such as a death in the family or illness, will also be considered, but such refund requests should be submitted in writing citing specific details.

## ARTICLE IV ASSOCIATION MEETINGS

### SECTION 1

**Annual Meetings:** The annual meeting (Conference) of this Association shall be held during the month of January of each year, at a time and place determined by the Board of Trustees. Notice of this meeting shall be transmitted by electronic mail to the office of each board of elections. At this meeting members of the Board of Trustees shall be elected for the new year, annual reports shall be received, and such other business as may properly come before the body shall be transacted. All persons attending the annual meeting shall pay a registration fee. No regular member may attend the annual meeting unless his or her board of elections has paid its dues assessment.

### SECTION 2

**Special Meetings:** Special meetings may be called by the Board of Trustees at their discretion. Special meetings shall be called upon the written request of one-third of the voting delegates of the Association. Notice of such special meetings shall include the subject matter to be discussed, and only such matters as have been announced can properly be considered at such meetings. Notice of special meetings shall be transmitted by electronic mail to the boards of elections at least five (5) days in advance of the meeting.

### SECTION 3

**Quorum:** One-fifth (1/5) of the voting delegates of the Association shall constitute a quorum.

## ARTICLE V BOARD OF TRUSTEES

### SECTION 1

The Association shall be governed by the Board of Trustees, consisting of twenty (20) voting delegates, composed of ten (10) Directors or Deputy Directors of County Boards of Elections equally divided between members of the Democratic and Republican Parties; and ten (10) Members of the County Boards of Elections equally divided between members of the Democratic and Republican Parties. Members shall be elected for a

term of two (2) years and shall not hold office for more than two (2) consecutive terms. The Trustees shall, upon election, immediately enter upon the performance of their duties and shall continue in office until their successors shall be duly elected and qualified.

## **SECTION 2**

**Duties:** Trustees shall have power to

- (1) hold meetings at such time and place as they deem appropriate;
- (2) Suspend or expel member;
- (3) Appoint committees of regular or associate members;
- (4) Audit bills and approve disbursement of funds of the association/
- (5) Print and circulate documents and publish articles;
- (6) Carry on all correspondence with other associations interested in the elections of ohio or other states of the united states with the help of the secretary; and
- (7) Hire such staff as they deem appropriate;
- (8) Upon the affirmative vote of not fewer than 13 Trustees, bind the Association to a position in support of or opposition to any proposed legislation affecting election administration;
- (9) Promote the objectives of the association, as they deem necessary, in the best interests of the members of the Association and the electors of the State of Ohio.

## **SECTION 3**

**Notice of meetings:** Notice of meetings of the board of trustees shall be emailed to the board of elections not later than three (3) days before the meeting or, in an emergency, not later than twenty-four (24) hours before the meeting.

## **SECTION 4**

**Quorum:** Except as otherwise provided in Article VII, Section 4 of these Bylaws, eleven (11) Trustees shall constitute a quorum and any motion passed by majority vote shall be binding.

## **SECTION 5**

**Absences:** If a Trustee is absent from two (2) meetings of the Board in one calendar year without notifying the President or the Secretary and providing a reason for each absence, or if the Board determines by majority vote that a Trustee has been absent from two meetings in one calendar year for inadequate reason, the seat shall be

declared vacant.

## SECTION 6

**Appointments to fill vacancies:** In the event of a vacancy on the Board of Trustees or in an office, the president, in consultation with the 1<sup>st</sup> vice president and with the consent of a majority of the remaining Trustees, may appoint an individual of the same political party as the individual who previously held the position for the unexpired term. Any unexpired term filled with less than six (6) months to be served before expiration of the term shall not be considered a full term for purposes of term limits.

# ARTICLE VI OFFICERS

## SECTION 1

Officers of the Association shall consist of a President, First Vice President, Second Vice President, Secretary, Treasurer and Immediate Past President. Each shall be a voting regular delegate of the Association and shall be elected by the incoming Board of Trustees for a term of one (1) year, except for the Immediate Past President, who shall serve as an officer for one year after the conclusion of his or her presidency. The First Vice President shall be of the opposite political party of the President, and the Second Vice President shall be of the same political party as the President. Annual election of Officers shall be held at the annual meeting of the Association.

## SECTION 2

**President:** The President shall preside at the meetings of the Association and of the Board of Trustees. The President shall be a member ex officio of all committees, with the right to vote in all committee meetings except those of the nominating committee. The President shall also, at the annual meeting of the Association, and at such other times as the President shall deem proper, communicate to the Association or to the Board of Trustees such matters, and make such suggestions, as may in the President's opinion tend to promote the prosperity and welfare and increase the usefulness of the Association. The President shall perform such other duties as are incident to the office of President. In order to preserve the bipartisan character of the Association, the office of President of the Association shall rotate between the two major political parties. The president shall perform such other duties as may be required.

## SECTION 3

**Vice President:** In case of death or absence of the President or the inability of the President from any cause to act, the first vice president shall perform the duties of the office of president until such time as the trustees of the same political party as the president, recommend appoint a person to fill the unexpired term of the office.

## SECTION 4

**Secretary:** The Secretary shall be elected and the compensation, if any, shall be determined by the incoming Board of Trustees. It shall be the Secretary's duty to give notice of and attend all meetings of the Association and keep a record of the business transacted at such meetings; to conduct all correspondence and carry into

execution all orders, votes, and resolutions not otherwise committed; to keep a list of all voting delegates and regular, associate, life and honorary members of the Association; to notify members of their appointment to committees; to keep records of all staff, employees, and agents of the Association, their salaries and terms of employment; to prepare under the direction of the Board of Trustees an annual report; and to generally devote the Secretary's best efforts to advancing the business and the interests of the Association.

## **SECTION 5**

**Treasurer:** The Treasurer shall be of the opposite party of the Secretary. The Treasurer shall be elected and the Treasurer's compensation, if any, shall be determined by the incoming Board of Trustees. The Treasurer shall keep an account of all moneys received and expended for the use of the Association and shall make disbursement only upon vouchers approved in writing by either the President, the First Vice President, or the Secretary. For vouchers in excess of five thousand (5,000) dollars, the Treasurer shall make disbursement only upon the approval in writing of not fewer than two of the following three officers: the President, the First Vice President, or the Secretary. The Treasurer shall collect the annual dues, fees and all other revenues. The sums received shall be deposited in one or more banks or trust companies approved by the Board of Trustees. The Treasurer shall notify the Secretary of the receipt of any membership dues. The Treasurer shall make a report at the annual meeting or when called upon to do so by the President. Funds may be drawn only upon the signature of the Treasurer. The funds, books, vouchers, and securities shall at all times be under the supervision of the Board of Trustees and subject to its inspection and control. At the expiration of the Treasurer's term in office, the Treasurer shall deliver to his or her successor all books, moneys, and all property, or in the absence of a Treasurer-elect, to the President. The Treasurer shall give a good and sufficient surety bond to be approved by the Trustees.

## **ARTICLE VII** **COMMITTEES**

### **SECTION 1**

**Nominating Committee:** Prior to the annual meeting, the President, in consultation with the first vice president, shall appoint a Nominating Committee of five (5) voting delegates, two from each major political party, and a chairman of the same political party as the President. The Nominating Committee shall nominate twenty (20) candidates, composed as provided for in Section I of Article III, for election as trustees at the ensuing annual meeting of the Association. The Chairman of the committee shall appoint a Secretary Pro Tem to keep a record of the meeting. Prior to its report to the membership, the Nominating Committee shall notify the Secretary of the Association in writing of the names of such candidates, and the Secretary of the Association shall determine whether such candidates are voting delegates in good standing.

### **SECTION 2**

**Other Nominations:** Nominations to the Board of Trustees may also be made by any voting delegate provided such nominations are transmitted to the Secretary at least ten (10) days prior to the annual meeting of the Association for immediate transmittal by the Secretary to the voting delegates.

### **SECTION 3**

**Appointment of Members of Other Committees:** In consultation with the First Vice President, the President shall appoint the members of all other committees., At least one member of each committee, including the Nominating Committee, shall be a member of the Board of Trustees. Except as otherwise provided in these Bylaws, and unless the President and Vice President agree otherwise, the membership of all committees shall be equally divided between members of the two major political parties. Committee members shall hold office until the selection of their successors.

#### **SECTION 4**

**Legislative Committee:** There shall be a Legislative Committee consisting of as many members as the President, in consultation with the First Vice President, deems advisable, but no more than 42. Its membership shall be equally divided between members of the two major political parties. The Legislative Committee shall study proposed legislation affecting election administration, suggest any needed modifications to such legislation, suggest new legislation, and make recommendations to the Board of Trustees concerning support for or opposition to proposed legislation.

#### **SECTION 5**

**Finance Committee:** There shall be a Finance Committee consisting of the Treasurer and four other members, two from each of the major political parties. The Finance Committee shall assist the Treasurer in finance and budgeting, including the preparation of annual budgets.

#### **SECTION 6**

**Education Committee:** There shall be an Education Committee consisting of two members, one from each of the major political parties. The Education Committee shall administer certification and continuing education programs on behalf of the association, maintain student records, and award certificates of completion.

#### **SECTION 7**

**Authority of Committees:** All committees report to the Board of Trustees. No standing or special committees shall represent the Association in the advocacy of, or opposition to, any project or legislation without the specific authorization of the Board of Trustees or such authority as may be clearly granted under general powers delegated by the Board of Trustees to that committee.

#### **SECTION 8**

**Committee Meetings:** A majority of the members of any committee of the Association shall constitute a quorum for the transaction of business unless, otherwise ordered by the Board of Trustees. Meetings of committees may be called at any time by the President or the Chairman of such committee.

**ARTICLE VIII**  
**ORDER OF BUSINESS**

**SECTION 1**

**Order of Business:** Order of business at the annual meeting of the Association shall be as follows:

- (1) Call to order and establishment of quorum
- (2) Approval of the minutes
- (3) Treasurer's report
- (4) Receiving of Communications
- (5) Election of Officers
- (6) Report of Officers
- (7) Report of Committees
- (8) Unfinished Business
- (9) New Business

**SECTION 2**

**Alteration of Order of Business:** The order of business as prescribed in Article VIII, Section 1 hereof may be altered or suspended by majority vote.

**SECTION 3**

**Motions in writing:** Any motion or resolution made or offered at any meeting shall, upon request of the Presiding Officer, be provided in writing and furnished to the Secretary before the motion shall be put to a vote.

**ARTICLE IX**  
**Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special order the Association may adopt.

**ARTICLE X**  
**AMENDMENTS**

These bylaws may be amended, by majority vote at a meeting of the Association, provided the proposed change is submitted to the offices of all dues-paying Boards of Elections at least fifteen (15) days before the meeting at which the proposed amendment is to be considered for adoption.