

United Daughters of the Confederacy®
South Carolina Division

Memorandum

To: Chapter and Convention Attendees
From: Ann Shugart, SC Division President
Date: July 15, 2018

Registration, Credentials, Voting and Election Procedures

This memorandum gives Convention attendees information on registration, credentials, and election procedures for the election of Division Officers for Annual Division Convention in even-numbered years. For more information, consult the SC Division Bylaws or contact SC Division Credentials Committee Chairman, Doris B. Dowdy, doris.dowdy1018@att.net, 864/224-2642.

BEFORE THE CONVENTION

The Division President sends the Convention Call and the Credentials Packet to Chapter Presidents by email no later than July 31. If the Chapter President does not have email, the Division President shall send the Convention Call and the Credentials Packet to the Chapter President by regular mail. Chapter Presidents shall email or mail a copy to each member in her Chapter by August 15. The Credentials Packet contains this memorandum on Credentials Procedures, the Pre-Registration Form, and the Chapter Credentials Form.

Chapter Presidents should mail or forward (if received via email) the Chapter packet as soon as possible but no later than August 15, as established in the Division Bylaws.

Pre-Registration Form. Any UDC member attending any part of the Convention (**including** any member only attending reserved events such as banquets) must pay the registration fee. Pre-registration is \$10.00 providing the form is postmarked by September 6, 2018. If you want to confirm receipt, please include a stamped self-addressed postcard or envelope with your forms. Division Officers with Guests of the Convention should also send in a registration form for each guest/recipient. Payment is not required for Guests of Convention (i.e., Military Service Award recipients and one guest per recipient, Historical Evening Speaker or any other Special Guest of the Division President). A member whose husband or guest will be attending Historical Evening Dinner is not required to pay Registration.

Pre-Registration postmarked after September 6, 2018 is “Late Registration” and is \$15.00. Forms for On-site Registration will be available at the hotel with a fee of \$20.00. **No Change is available. Correct change or check required.** Please note the registration schedule in the Convention Call.

The Registration Form allows you to identify yourself as a Delegate or Alternate. However, your status as Delegate or Alternate must be confirmed by your Chapter’s Credentials Form listing you as Delegate or Alternate and postmarked by August 31, 2018. No Chapter Credentials Form will be accepted at Convention.

Personal Voters do not submit credentials. Each member of the Division Executive Board is automatically entitled to her Personal Vote by identifying her Division Office, Division Committee Chairmanship, etc. Refer to SC Division Bylaws Article XIV – Annual Division Convention, Section 3. B. 1. or Page 3 of this Handout.

Chapter Credentials Form. This form is sent to each Chapter President for her to complete and mail to the Credentials Committee Chairman postmarked by August 31, 2018. The Chapter Credentials Form is used to identify your Chapter’s Delegates and Alternates. In order to complete the form, the Chapter first determines the number of votes it is allowed, and then elects Delegates and Alternates to the Convention:

HOW TO DETERMINE YOUR CHAPTER CREDENTIALS	
<u>No. Chapter Members</u>	<u>Delegates, Alternates</u>
7-26 members	1 delegate, 2 alternates
27-46 members	2 delegates, 4 alternates
47-66 members	3 delegates, 6 alternates
67-86 members	4 delegates, 8 alternates
87-106 members	5 delegates, 10 alternates
107-126 members	6 delegates, 12 alternates

Please note that each member who paid her per capita tax by August 31, 2018 should be counted including a member transferred to your Chapter by August 31, 2018 a new member registered by August 31, 2018, or a member who is deceased or resigned after August 31, 2018.

When electing Chapter Delegates, consider that the voting in Business Sessions allows only one vote per Delegate or Personal Voter. A Personal Voter also elected as Delegate will still only have one vote in the Business Sessions, however a Personal Voter who is also a Delegate may vote both types of vote during elections. A Chapter President is the first delegate for her Chapter.

The order in which Delegates are listed on the form is important. If a Delegate is not present for election voting, that vote will be given to the first Delegate present listed on the form, and so on in the order listed. **No Credentials Form is accepted after the August 31, 2018 deadline.** Chapter Presidents should mail early and include a “receipt confirmation,” such as a stamped, self-addressed postcard or envelope. She shall send each Delegate and Alternate a copy. Each Delegate and Alternate should bring this copy with her to Division Convention.

AT THE CONVENTION

Registration Check-in. Upon arrival at the Convention hotel, each attendee must check in with Convention Registration to pick up her Convention name badge. The Convention name badge must be worn in Business Sessions and for voting. Chapter Presidents or Delegates may wish to check with the Credentials Committee at Registration to verify their status.

Changing Alternate to Delegate Status. If a Chapter Delegate does not attend Convention or leaves the Convention prior to the close of Convention registration, a Chapter Alternate should have her status changed to Delegate, so she can vote for her Chapter.

To make this change, the Delegate (if she is at the Convention), the Alternate, and the Chapter President must contact the Credentials Committee Chairman in Convention Registration **prior to the close of registration** and request the status change. **Only the Credentials Committee Chairman may change a status. There shall be no status changes after close of registration.**

Information on Division Officer Nominations, Voting Procedures, and Elections is covered in SC Division Bylaws, 2017 Revision, Article XIV – Annual Division Convention as shown below.

“Article XIV – Annual Division Convention

Section 1. Date, Location and Members

- A. *Date and Location.*** *The Annual Division Convention shall be held prior to Annual General Convention, the exact date and place to be decided upon by the Division President and Division Convention Committee. Each District shall, in alphabetical order, host the Annual Division Convention in successive years. In case of extenuating circumstances, the meeting place and/or dates for the Annual Division Convention may be changed by order of the Division Executive Committee with a minimum 24-hour email notice from the Division President.*
- B. *Members.*** *Members of the Annual Division Convention shall be:*
 - 1. *Elected Division Officers*
 - 2. *Appointive Officers*
 - 3. *District Directors*
 - 4. *Ex-Division Presidents*
 - 5. *Honorary Presidents of Division*
 - 6. *Chairman of Standing and Special Committees*
 - 7. *Chapter Presidents*
 - 8. *Delegates*
 - 9. *Alternates*
 - 10. *Members*

Section 2. Convention Call

- A. *Distribution.*** *The Convention Call shall be provided to the Division Executive Board no later than July 31 via email. Chapter Presidents shall provide the Convention Call to their members no later than August 15. The information shall also be available on the SC Division Website.*
- B. *Bylaws Amendments.*** *When amendments to Bylaws are to be considered, copies of proposed amendments shall be distributed in accordance with SC Division Bylaws, Article XIX – Amendments.*

Section 3. Voting Procedures

- A. *Credentials.*** *The Credentials Committee Chairman shall receive written notification of the names of each Chapter’s Delegate(s) and Alternate(s) as established in the Division Convention Call. The Credentials Chairman shall be responsible for changing an Alternate to Delegate status.*
- B. *Types of Votes.*** *An accredited list of members entitled to vote shall be prepared by the Credentials Committee. The types of votes are as follows:*
 - 1. ***Personal vote.*** *Each member of the Division Executive Board, the Appointive Officers, Ex-Division Presidents, Honorary Presidents of Division, District Directors, Chairman of Standing and Special Committees and Chapter Presidents shall be allowed one Personal vote.*
 - 2. ***Chapter delegate vote.***
 - a. ***Delegate.*** *Each Chapter is entitled to one Chapter Delegate vote for the first seven members and one Chapter Delegate vote for each additional 20 members.*
 - b. ***Alternates.*** *Chapters may name twice as many Alternates as they are allowed Delegates.*
 - 3. ***Voting***
 - a. ***Business Sessions.*** *There shall be Personal votes and Chapter Delegate votes of those present; no person shall cast more than one vote.*
- C. *Division Officer Elections.*** *There shall be Personal votes and Chapter Delegate votes. Voters shall cast the full number of votes to which they are entitled, except no member shall cast more than one Personal vote.*
- D. *Nominations.*** *Nominations for Division Office shall be held during the Second Business Session of the Annual Division Convention in even-numbered years. Following the report of the Nominating Committee, nominations shall be made from the floor, and all*

members nominated shall meet the eligibility requirements, as defined in Current Bylaws. Nominating credentials shall be limited to 3 minutes each and are required for each candidate. Nominating Committee Chairman shall read credentials of those presented by the Committee. No politicking via phone, email or social media permitted.

- E. Election Time.** The election for Division Office shall be the first order of business on the final day of the Annual Division Convention in even-numbered years.
- F. Election Committee.** The Division President shall appoint an Election Committee of five (5) members, at least one of whom shall be from the Credentials Committee. They shall assure a room has been setup for counting election ballots; furnish the ballot box and receive and count all votes.
- G. Election Voting**
 - 1. According to the accredited list of voters prepared by the Credentials Committee, each Personal voter, and Chapter Delegate shall cast her allotted vote(s) in the ballot box.
 - 2. All voting shall be by ballot even if there is only one candidate for an office.
 - 3. Personal voting shall be first, after which the Delegates shall vote.
- H. Counting Election Ballots**
 - 1. The accredited list of voters prepared by the Credentials Committee shall be used by the Election Committee for counting all ballots.
 - 2. Each candidate may name an Observer ("Watcher") to be present for the counting of ballots.
 - 3. The Observer ("Watcher") shall have the right to view the disqualified ballot(s) for the office she represents, but she shall not speak, handle ballots, or in any way interfere with the Election Committee.
- I. Election**
 - 1. A majority of the votes cast shall constitute an election.
 - 2. If there are more than two candidates for an office and no candidate receives a majority vote on the first ballot, re-balloting shall take place on the two candidates who received the highest number of votes.

Section 4. Delegates. All Chapters in the Division properly chartered are entitled to representation in the Convention.

- A.** The President of the Chapter shall be First Delegate to all Conventions.
- B.** Each Chapter shall be entitled in all conventions of the United Daughters of the Confederacy to one vote for the first seven members and one vote for each additional twenty (20) members who at said convention shall have paid per capita 30 days prior to the Annual Division Convention, are in good standing and have been registered with the Division Registrar.
- C.** A Chapter may have twice as many Alternates as Delegates.

Section 5. Chapter Delegation.

- A. Head of the Delegation.** The Chapter President (i.e., in office at the time of the Annual Division Convention) shall be the head of her Chapter delegation.
- B. Representation.** All Chapters are entitled to representation in the Convention.
- C.** Division Officers shall be allowed a personal vote in the Convention of this Division if they are attending in person.
- D.** If a Chapter is not represented except by an Officer of the Division, then the Officer of the Division shall be allowed to represent her Chapter and cast the vote for her Chapter in addition to her personal vote provided she has the Credentials of her Chapter.

Section 6. Convention Expenses.

- A.** The Division shall pay for printing programs and badges.
- B.** The money of these expenditures shall be taken from the Convention Fund. There shall be a registration fee (See Standing Rules) for all delegates and members attending the Convention.
- C.** A Final Convention Report shall be given by the Convention Chairman at the first Board Meeting following the close of the Convention.

Section 7. Quorum. A quorum at any Business Session of the Annual Division Convention shall consist of 35 delegates."

Voting Instructions. On Saturday morning of Convention and following the report of the Nominating Committee and the nominations from the floor, voting instructions will be provided by the Elections Committee Chairman.

The Credentials Committee Chairman announces:

- Personal Voters by Name
- Total Number of Personal Votes available to be cast
- Chapter Name, President and No. of Delegates and Names of Delegate(s)
- Total Chapter Votes available to be cast
- Total voting strength of the Convention
- Number of votes needed to elect

After these instructions have been given, the Division President shall allow a short recess for each Chapter to hold a caucus of attendees to determine how the Chapter votes shall be cast.

Votes. Each member who is entitled to a vote casts it herself, and if she holds both a Personal Vote and Chapter Delegate Vote(s), she casts each vote (at the appointed times, not at the same time). A member may cast only one Personal Vote – for example, if a member is both an Ex-Division President and a Division Committee Chairman, she is entitled to two Personal Votes, but may cast only one of them. If there is only one accredited Chapter Delegate in attendance from a Chapter, that Chapter Delegate will cast all of her Chapter’s votes.

Anyone with questions about the status of her Personal Vote or the Chapter’s vote(s) should consult the SC Division Credentials Committee Chairman prior to the close of registration.

Head of the Delegation. The Chapter President, who is considered the Head of her Chapter Delegation, is the person who is currently in office. In election years, this is the newly installed Chapter President.

At the Polls. The Credentials Committee is stationed outside the voting room. The voter registration list is verified, and the appropriate ballot is given to each voter by the Credentials Committee. Items such as cell phones, purses, note pads, etc., are not allowed in the Voting Room. **Members MUST wear name badge with Credentials Ribbon. Leave all items in the Convention Hall. Voters must line up in alphabetical order with the Chapter President last.**

In the Voting Room. Voters enter the voting room and are directed by the Election Committee to a table to mark their ballot with the pencil provided. Only members of the Election Committee and voters are allowed in the room. No talking is allowed other than questions to and instructions from the Election Committee. Each voter is cautioned to pay careful attention to adherence to the rules so that her ballot will not be declared invalid. If a voter makes a mistake on her ballot, she should ask the Election Committee for a new ballot. A member of the Election Committee then escorts her to the Credentials Committee, where she returns her ballot and is issued a new one. She is then escorted back into the voting room by the Election Committee member. After each voter has filled out her ballot, she places the ballot in the ballot box as instructed by the Election Committee, and she leaves the voting room. **No electronic devices in the voting room.**

Valid ballot. A ballot is valid if it has been properly marked with an X or number (as instructed), or if the box next to the name of any candidate for any office is left blank.

Invalid ballot. A ballot with even one error on it (for example, check marks, circles, strike-outs, scratch marks, more total number for each office than the vote that was written on the ballot by the Credentials Committee as the correct number of votes) will be declared invalid by the Election Committee and discarded – that is none of the votes on it will be counted.

Write-ins. Write-in names are not allowed. Any ballot with a write-in name for any office will be declared invalid and the entire ballot discarded.

Closing the Polls. After the Election Committee determines that all Chapters have been given an opportunity to vote, the Chairman notifies the Division President who then declares the polls closed.

Observers. Each candidate may name an Observer (“Watcher”) to be present for the counting of the ballots. **The candidate must submit in writing to the Election Committee Chairman the name of her Observer by 9:00 a.m. Saturday.** During ballot counting, Observers shall not interfere with the Election Committee in any way. **No electronic devices in the counting room.**

Ballot Counting. After the polls are officially closed, the Election Committee, the ballot box, and the candidates’ Observers are escorted by Pages to a separate and private room to count the ballots. This room is not announced to the Convention and is considered off-limits to those not directly involved in the ballot counting. During the ballot counting, only the Election Committee may handle the ballots. Observers may not talk except to discuss any invalid ballots they are viewing, nor may they interfere in any way with the Election Committee. If the ballot counting lasts through the lunch hour, the Election Committee requests room service to be delivered. **Each member of the Election Committee and each Observer is responsible for paying for her own lunch. It is not an expense of the Convention.** No one is allowed to leave the room during the counting, except in groups of two for restroom visits. The Division President will appoint a Door Page for the counting room, and the Door Page will accompany anyone from the room to the restroom. Anyone leaving the counting room for a restroom visit is barred from speaking to the Door Page or to anyone else while she is outside the room.

Determining the Election. For each office, a majority (one vote more than half) of the total voting strength (total votes available) shall constitute an election. The total voting strength consists of the total Personal Votes (with no duplications) registered and in attendance plus the total Chapter Delegate strength. If there is only one candidate for an office and she does not receive a majority of the total voting strength, there is no election for that office. This means, for example, that if there are 100 available votes and a candidate receives five (5) votes, she is not elected – even if she is the only candidate. If there are more than two candidates for an office and no candidate receives a majority of the total first ballot, re-balloting shall take place on the two candidates who received the highest number of votes.

Re-balloting, which means that the voting process is repeated, will take place if there are more than two candidates for an office and no candidate receives a majority of the total first ballot. Re-balloting shall take place on the two candidates who received the highest number of votes. If there is still no election following the re-balloting, then the Division President shall announce that the position will be filled by the next Administration, in accordance with the Division Bylaws.

A candidate may withdraw at any time; however, after a withdrawal, there must still be a repeat of the voting process as a candidate must obtain a majority of the total votes available in order to be declared elected.

Announcing the Election. When the Election Committee determines that the ballot counting is completed, Pages escort the Election Committee, the ballot box, and the Observers to the rear of the assembly hall.

The Division President calls the Election Committee Chairman to the front. She reads the results and hands the vote tally to the Division President who re-reads the results and announces the elected Officers.

The Election Committee and escorting Pages remain together in the rear of the assembly hall until the results have been announced. A final copy of the elections results is given to the Division Recording Secretary upon announcement and verification of the results.

Elections Committee Members and Observers are cautioned that their work is confidential, and they are not to reveal the voting outcome by written or spoken word or gesture prior to its being announced by the Division President.

Any questions about the credentials and elections procedures may be directed to Division Credentials Committee Chairman or the Division President.