



MEMORANDUM

TO: Candidates for 2024 Elected Office

FROM: 2023 Elections Committee

RE: Overview of Rules & Policies Regarding Elections

DATE: April 14, 2023

This memorandum is an overview of the schedule and the most pertinent bylaws and policies relating to elections. The full applicable bylaws and policies are attached. Please read them carefully. Please take particularly notice of the following protocol.

1. The Elections Committee's Audit

The Election Committee consists of up to five members appointed by the sitting National President and approved by the Executive Committee.¹ The Election Committee will verify:

- a) That all written recommendations of each nominated candidate have been received,²
- b) That each candidate's home state organization is current on all its financial obligations to the national organization,³
- c) That each candidate has filed an affidavit of campaign income and expenses, as described more fully in Bylaw 7.5 and National Policies 7-5 and 7-6, that each candidate has paid their damage deposit.⁴

2. The Campaign Rules – What Candidates Must, Can and Cannot Do

- No fireworks or firearms. Use good judgment!⁵
- Submit all audio-visual materials to the Election Committee Chair no later than 11:59 PM on Thursday, September 7, 2023.⁶

¹ Bylaw 7.2.

² Bylaw 7.1(A).

³ National Policy 7-2.

⁴ National Policy 7-6.

⁵ National Policy 7-13(A).

⁶ National Policy 7-13(H).

- Signs and posters are not allowed outside the convention center or on major flows to the convention center. Such signs and posters are allowed in designated areas only.⁷
- Ensure your campaign materials are cleaned up after the nomination forum.
- At all times adhere to the JCI USA Code of Ethics and Conduct provided in policy 2-7.

3. National Officer Candidate School (Date and time TBD)

- Training for individuals who are running for National Office in 2023. Topics covered will include talking to the media, national organization resources and best practices for making the most of the experience.

4. Elections Committee Candidate Orientation (Thursday, September 7, 2023 at 5:15 PM)

- Location will be shared on the Annual Meeting agenda.
- For 2024 National Officer Candidates, Campaign Managers, Advisors, and Elections Committee members only.
- Make sure you bring your final budgets and all marketing materials for a final review.

5. The Protocol for Candidate Forum (Forum will be Friday, September 8, 2023 at 2:00 PM*)

The protocol will be as follows (with time limits strictly enforced):

- Each NVP candidate will have a one-minute introduction by their State President.⁸
- Immediately after the introduction by his/her State President, each NVP candidate will have no more than two minutes to address the members.⁹
- The cycle in sub-sections above will repeat until each NVP candidate has been introduced and has addressed the membership (with the sequence of candidates determined at random).¹⁰ After the completion of the cycle of introductions and address, each NVP candidate will answer two questions posed by the forum moderator, and will have one minute for each of the two questions answered. Candidates will not have any advance notice of the questions that will be posed by the forum moderator.¹¹
- Next, the DNP candidate will be allowed eight (8) minutes for an introduction and candidate promotion consistent with Election Rules. (This includes any audio-visual if being used.)
- After the DNP introductions, the sitting National President will facilitate a forum during which time past National Presidents, including the Chairman of the Board, will ask questions vetted by the Election Chairperson of the DNP candidates. Each candidate will be allotted two minutes to answer each question.
- Lastly, the Presidential Introductions. Each candidate for President will be allowed twelve (12) minutes for a presidential introduction and candidate promotion consistent with Election Rules. (This includes any audio-visual if being used.)

⁷ National Policy 7-13(G).

⁸ National Policy 7-13(D).

⁹ National Policy 7-13(D).

¹⁰ National Policy 7-13(D).

¹¹ National Policy 7-13(D).

- After the Presidential introductions, the sitting National President will facilitate a forum during which time past National Presidents, including the Chairman of the Board, will ask questions vetted by the Election Chairperson of the Presidential candidates. Each candidate will be allotted two minutes to answer each question.
- If time allows questions may be asked from the general membership.

*Time is subject to change, please check Annual Meeting agenda for updates.

6. Friday night curfew. (11:59 PM on Friday, September 8, 2023)

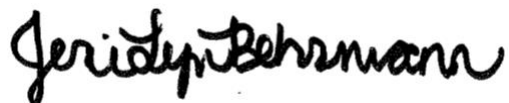
- Candidates must be in their room by 11:59PM, elections committee will verify.

7. General Assembly and Election of 2024 National Officer Team (Saturday, September 9, 2023, at 9:15 AM)

- Candidates Elections order:
 - National President Election
 - Deputy National President Election
 - National Vice President Election

If you have any further questions, please do not hesitate to reach out to me directly.

Sincerely,

A handwritten signature in black ink that reads "Jeri Behrmann". The signature is written in a cursive, flowing style.

Jeri Behrmann
JCI USA Elections Committee Chair
248-250-2521
jbehrmann@jciusa.org

Applicable JCI USA Bylaws

SECTION 7.1 NOMINATIONS.

- A. Not less than ninety (90) days before the Annual Meeting, under the direction of the Executive Director, written notice shall be provided to all Local Chapters sent not later than fifteen (15) days before the opening of the Annual Meeting, notifying that such members shall file at the Corporation's National Service Center a written recommendation for any Individual Members proposed for the office of President or Vice-President on a form and with such information included as the Board of Directors prescribes. Such nomination shall be accompanied by a certified check, cashier's check or money order in such sum as set in the Policies and Procedures. Such nominations shall be accompanied by a written recommendation of the State Organization.
- B. In the event less than two (2) candidates for President or twelve (12) candidates for Vice-President shall be properly submitted, as herein provided, to the Elections Committee, then as to such office, the provision for nominations fifteen (15) days in advance of the Annual Meeting shall be waived, and proposals for such office shall be received at the Annual Meeting up to an hour to be fixed by the Executive Committee.

SECTION 7.2 ELECTIONS COMMITTEE.

There shall be an Elections Committee of five (5) Individual Members who shall be appointed by the President and confirmed by a majority of the Executive Committee from a list of nominees submitted by the Executive Committee. No State Organization shall have more than one (1) member on the committee, and no member of the committee shall be from a State Organization recommending a candidate for President. All vacancies shall be filled in the same manner as prescribed for appointment. Due consideration shall be given to geographical distribution of the members of the committee.

SECTION 7.3 DUTIES AND RESPONSIBILITIES.

- A. The Elections Committee shall consider only those members for the various offices who are so recommended.
- B. Throughout the Annual Meeting, the Elections Committee shall maintain convenient headquarters where all written information with regard to nominees shall be on file and available for inspection by any official delegate.
- C. The Elections Committee shall examine the qualifications and place in nomination the names of candidates for the office of President and for the six (6) offices of Vice-President. Any candidate for President submitted to the Elections Committee may be considered as a nominee for the office of Vice-President without making further formal application.
- D. The Elections Committee shall have the duty of formulating and publishing regulations to the elections rules, interpreting and enforcing such regulations and the elections rules, including regulations adopted by the Board of Directors.

SECTION 7.4 ELECTION RULES.

Rules and regulations adopted by the Board of Directors for the conduct of the election shall be published and distributed to each member of the Board of Directors not later than ten (10) days following the adjournment of the meeting at which they were adopted. Regulations by the Elections Committee shall be forthwith published and distributed to each member of the Board of Directors.

SECTION 7.5 ELECTION RULES INFORMATION.

- A. Every candidate for the elective office of President or Vice-President of the Corporation shall submit to the Elections Committee an itemized sworn statement of income, either money or market value, which contributes to the campaign in any way.
- B. Every candidate for the elective office of President or Vice-President of the Corporation shall submit to the Elections Committee an itemized sworn statement of expenditures for campaign expenses and all other statements required by Section 7.1(A) before such candidate shall be certified at the Annual Meeting as eligible for election.

- C. All such statements shall be submitted in the form required by the committee on or before Twelve Midnight (12:00 a.m.) of the applicable time zone in which the location of the Annual Meeting is held before the Annual Meeting Opening Ceremony and immediately prior to the date of the annual election, such statements shall be published and furnished to each State Organization for inspection by any Individual Member of the Corporation.
- D. Every candidate for the elective office of President or Vice-President of the Corporation shall, at the time of filing nomination papers, include a copy of a tentative budget of expenses of the forthcoming campaign.
- E. No candidate for any elective office shall be considered as eligible for office until such candidate submits to the Elections Committee a statement, signed and sworn to by the candidate, the campaign manager and the President or other officer of the Local Chapter and State Organization, of which the candidate may be a member, attesting that the candidate complied with all rules and regulations.

SECTION 7.6 MISCELLANEOUS.

- A. It shall be considered improper for any person, organization or association to publish or distribute, or cause to be published or distributed, any written matter or statement in any form whatever concerning any candidate, prospective candidate or elected official unless such matter or statement shall have plainly inscribed thereon the name and address of each person and of each association or organization responsible for its content, origin, publication or distribution.
- B. Before any State Organization shall be permitted to vote in any election, the President of such State Organization, or an official representative duly certified by the Credentials Committee, shall submit to the Credentials Committee an affidavit that all voting delegates from such State Organization are Individual Members of such State Organization and in good standing.
- C. The Elections Committee shall have the general power to interpret these rules and all regulations thereunder in such manner as will best effectuate the expressed purposes and intent of these rules.

SECTION 7.7 SANCTIONS.

- A. If any Individual Member, candidate or campaign manager, organization or other person shall, with the knowledge and acquiescence of such candidate, violate any provisions of these Bylaws, the Corporation's Policy and Procedures, or the election rules and regulations, the candidate shall forfeit the right to be elected to the office to which the candidate is nominated. The disqualification of any candidate determined by the Elections Committee may be appealed to the Board of Directors, the decision of which shall be final.
- B. The Elections Committee shall rigidly enforce all Bylaws, Policy and Procedures, and election rules and regulations concerning the election.

SECTION 7.8 AUTOMATIC WITHDRAWAL.

During the election for President, the candidate who receives the lowest number of votes on three (3) consecutive ballots shall be automatically withdrawn from the election for all succeeding ballots until three (3) candidates remain in contention, after which time no candidate shall be required to withdraw from the election. Balloting shall continue until one (1) candidate receives a majority of the votes cast.

SECTION 7.9 CAMPAIGN FINANCE.

After January 1 of each year, campaign expenditures by any Presidential candidate, organization or other persons in behalf of the candidate may not exceed seventy-five thousand dollars (\$75,000.00). For this purpose, donated material shall be valued at its fair market value, and all travel expense shall be included. The Seventy Five Thousand and No/100 Dollars (\$75,000.00) limitation shall not include the cost of shipping materials to the convention site.

Applicable JCI USA Policies

2-7 Code of Ethics and Conduct

Code of Conduct: The officers, appointees, individual members, affiliates, and employees of this organization are expected to adhere to high standards of ethical conduct. Although it is impossible to describe all conduct that is addressed, this policy requires the following:

- a. Dedication to JCI USA's mission, vision and declaration of principles and recognition that the chief function of JCI USA at all times is to serve the best interests of our membership.
- b. The responsible and prudent management of JCI USA funds and property.
- c. Conduct yourself professionally and be respectful of others. Harassment and exclusionary behavior is not acceptable.
- d. Principles of integrity and professionalism should be observed by all members, affiliates, and staff. Defamatory or discriminatory language/ communication including that via social media are not condoned.
- e. Honest and ethical conduct, including the ethical handling of actual or apparent conflicts of interests between personal and professional relationships.
- f. Full, fair accurate and timely disclosure of relevant facts in all reports and documents dealing with matters of program service, governance and business administration.
- g. Compliance with all applicable governmental laws, rules and regulations.
- h. Treatment of all persons with respect, equality, equity and fairness.
- i. Respect and protection of confidential and/or privileged information to which we have access to throughout the course of our duties.
- j. Prompt internal reporting of code violations are expected. Retaliation against anyone who reports code violations are unacceptable.
- k. Personal accountability for the high standard of ethics and integrity for the JCI USA organization. It is asked that all members, affiliated persons, and staff are guided by letter and spirit of this Code.

Policy 7-1 Publication of Election Rules

All election Bylaws and Policies and Procedures affecting delegates will be distributed to the Executive Committee, Board of Directors and State Presidents via written notice at least twenty-one (21) days prior to the Annual Meeting. For the purposes of this Policy, written notification may be satisfied by posting such election Bylaws, Policies and Procedures to the Corporation's website by the required date of notice.

Policy 7-2 Financial Status of Candidates State

The Elections Committee shall not recommend the candidacy of any individual if that individual's State Organization is not current in its financial obligations with the Corporation.

Policy 7-3 Formal Announcements – Elected Officers

Formal announcements of officer candidates may be made after February 1 of the year preceding the Annual Meeting.

Policy 7-4 Filing Fees

The filing fees for candidates for national office shall be Seven Hundred Fifty Dollars (\$750.00) in the case of National Presidential candidates, Three Hundred Seventy-Five Dollars (\$375.00) in the case of Deputy National Presidential Candidates and One Hundred Fifty Dollars (\$150.00) in the case of National Vice Presidential candidates.

Policy 7-5 Campaign Expense - Vice President

No National Vice Presidential candidate, organization or other persons in behalf of the candidate may spend more than Five Thousand Dollars (\$5,000.00). For this purpose, donated material shall be valued at its fair market value, and all travel expenses shall be included. The Five Thousand Dollars (\$5,000.00) limitation shall not include the cost of shipping materials to the convention site.

Policy 7-6 Damage and Payment Deposit

Each candidate for the office of National President shall deposit the sum of Five Hundred Dollars (\$500.00), each candidate for the office of Deputy National President shall deposit the sum of Two Hundred Fifty Dollars (\$250.00) and each candidate for the office of National Vice President shall deposit the sum of two hundred dollars (\$200.00) for any damage to hotel or convention center and/or outstanding hotel room bills. All deposits shall be made with the Corporation at the time of filing under Section 7-1 of the Bylaws of the Corporation and shall be in addition to the filing fees required by Policy 7-4. All deposits shall be returned to candidates within thirty days (30) after the Annual Meeting of the Corporation and after the deduction of the cost of any damages or unpaid expenses of the candidate.

Policy 7-7 Affidavit of Campaign Expenses

Each National Presidential candidate and National Vice Presidential candidate will submit a sworn affidavit of campaign expenses including all donations including materials.

Policy 7-9 Order of Election

A Credentials Committee report shall be the first order of business at the Annual Business Session of the Corporation.

Policy 7-10 Candidates for Vice President – Highest Majority

In the event more than eight (8) Vice Presidential candidates receive a majority vote, those eight (8) receiving the highest number of votes shall be deemed elected.

Policy 7-11 Candidate Withdrawal

A National Presidential candidate may withdraw only after a ballot is officially closed and before the commencement of the roll call for the next ballot. This policy shall be applicable only when there is more than one (1) candidate for the office of National President. The presiding officer shall cause the next ballot to begin within fifteen (15) minutes unless tallying makes this impossible. If a candidate withdraws, one (1) hour is allowed from the time of the drop for the presiding officer to begin the next ballot.

Policy 7-12 Caucuses

- A. Only State Organizations may request candidates to appear before caucuses. Candidates may appear before said caucuses only between the hours of 9:00 A.M. and 1:00 A.M. The Elections Committee shall disqualify any candidate who violates this rule.
- B. It shall be the policy of this Corporation to encourage maximum attendance at all official events of the Annual Meeting and, therefore, caucuses will not be held during times other than those specified in Subsection A above.

Policy 7-13 Campaign Rules

- A. Use of fireworks and/or firearms are prohibited during the campaign.
- B. Candidate's curfew will be set by the Elections Committee at the first meeting of the Elections Committee. Candidates shall observe the established curfews by being in their hotel rooms during curfew hours.
- C. Each candidate must provide for the cleanup of their campaign materials after caucuses and elections. Failure to adequately comply shall result in forfeiture of their damage deposit.
- D. During National Vice President Introductions, each candidate will have one minute introduction by his or her State President/representative and then two minutes to address the members. After all candidates have spoken there will be a question and answer forum facilitated by the Elections Chairperson with questions submitted by members and vetted by the Election Chairperson. Each candidate will answer two questions and have one minute per question.
- E. Presidential Introductions. Each candidate for President will be allowed twelve (12) minutes for a presidential introduction and candidate promotion consistent with Election Rules.
- F. During introductions for presidential candidates, each candidate or National President shall be introduced by his or her State President/representative and then the candidate will be allowed to address the group. After introduction, the sitting National President will facilitate a forum during which time past National Presidents,

including the Chairman of the Board, will ask questions vetted by the Election Chairperson. Each candidate will be allotted two minutes to answer each question.

- G. Signs and posters are not allowed outside the convention center or on major flows to the convention center. Such signs and posters are allowed in designated areas only.
- H. A copy of all audiovisual materials shall be filed for the Elections Committee review by a time set by the Elections Committee at its first meeting.
- I. State delegates must be certified and obtain a full U.S Junior Chamber Annual Meeting registration in order to be counted in the voting strength calculations.

Policy 7-14 Definitions

- A. The word "person" means any natural person, male or female.
- B. The word "association" means any firm, corporation, association or group of individuals.
- C. The word "candidate" means any candidate for election to any elective office of The U. S. Junior Chamber, which is to be filled by the vote of the legally qualified Individual Members of The U.S. Junior Chamber.
- D. The word "expenditure" means any gift, loan, sale, transfer or other disbursement or promise of money or anything of value, directly or indirectly, to promote, aid or participate in the success or defeat of any candidate submitted for vote at any election or to engage in political propaganda in connection with any election except as hereinafter provided.