



**2022**  
**Potential Candidate Election**  
**Information Packet**

*Board of Directors Approved 06/09/2022*

**JCI Michigan 2022 Elections Committee**

|  |                                    |
|--|------------------------------------|
| Adam Bonarek – JCI MI Elections Committee Chair<br>JCI Michigan<br>600 S. Walnut St. Lansing, MI 48933<br>Cell Phone: 734-260-0547 Email: <a href="mailto:abonarek@jcimi.org">abonarek@jcimi.org</a> | Elections Committee Members<br>TBD |
|--|------------------------------------|

Dear Potential Candidate and Campaign Manager,

Congratulations on deciding to run for the next leadership opportunity in your JCI career! By obtaining your Potential Candidate Election Information Packet you have taken the first step to improving your leadership and career within JCI Michigan. Enclosed you will find the information you need to run a successful campaign to continue growing as a leader through this amazing organization.

Positions available include president, programming vice-president, state membership vice-president, and five district directors.

Please review the contents of this packet in detail. If you need any additional copies or information, please contact the JCI Michigan Elections Committee Chairperson or visit the JCI Michigan website > Membership > Election page. <https://jcimi.org/membership/elections/>

Many of these forms and documents are updated annually, so be sure to use versions current for 2022.

*The following information is included:*

- 1) Statement of Candidacy Form
- 2) Certification Form
- 3) Nominations Form
- 4) Certification Checklist
- 5) Payment Authorization Form with JCI Michigan Mailing List Request & Fee
- 6) Proposed and Final Campaign Budget Forms
- 7) Election Meetings Information - "Meet the Candidates" Events Information, Tips, OnceElected to Office - To be sent out at a later date.
- 8) Election Rules
- 9) JCI Michigan Bylaws (Article III: Meetings and Procedures)

If you have any questions or concerns, please feel free to contact any member of the Elections Committee. We are here to help you!

Sincerely,

Adam Bonarek  
2022 Elections Committee Chair

JCI MICHIGAN  
**STATEMENT OF CANDIDACY FORM**

Please complete **all pages** in this packet and email a scanned version to: [abonarek@jcimi.org](mailto:abonarek@jcimi.org)

**FORMS MUST BE SUBMITTED AND CERTIFIED BY THE ELECTIONS COMMITTEE BEFORE ANYCAMPAIGNING IS ALLOWED FOR ANY OFFICE.**

- CANDIDATE FOR:
- PRESIDENT
  - PROGRAMMING VICE PRESIDENT STATE
  - MEMBERSHIP VICE PRESIDENT
  - DISTRICT DIRECTOR FOR DISTRICT # \_\_\_\_\_

NAME: \_\_\_\_\_ SPOUSE (if applicable): \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY \_\_\_\_\_, MI ZIP CODE \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ AGE: \_\_\_\_\_

NAMES AND AGES OF CHILDREN (if applicable):

HOME PHONE NUMBER: \_\_\_\_\_ WORK PHONE NUMBER: \_\_\_\_\_

CELL PHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

EMPLOYER'S NAME: \_\_\_\_\_

EMPLOYER'S ADDRESS: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_ NUMBER OF YEARS EMPLOYED: \_\_\_\_\_

DATE JOINED JCI MI: \_\_\_\_\_ PRIMARY (HOME) CHAPTER: \_\_\_\_\_

JCI OFFICES HELD: \_\_\_\_\_

JCI AWARDS RECEIVED: \_\_\_\_\_

Does your Chapter Endorse you as a candidate?  Yes  No

Chapter President's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

JCI MICHIGAN  
**CERTIFICATION FORM 2022**

\*\*\* **Candidate** - Be sure to read the Elections Rules found in this packet. This will provide you with all of the Elections rules to insure a well-run campaign with no violations. Please share them with all members of your campaign committee.

\*\*\* **Nominations** - Return the Certification Form along with the Nomination Form. All candidates must submit both forms to be eligible for certification by the Elections Committee

\*\*\* There will be **NO** campaigning prior to candidate certification.

\*\*\* All candidates **must be** Certified by the Elections Committee prior to campaigning.

**CANDIDATE'S CERTIFICATION**

"I hereby represent that the information included in and with my statement of candidacy is true and accurate to the best of my knowledge and belief. I agree as a condition of my candidacy to observe all the rules of JCI Michigan pertaining to campaign and elections. I certify that I am an Individual Member of JCI Michigan in good standing associated with the \_\_\_\_\_ chapter, and that I will remain in good standing at all times during my campaign and any term of office. I also certify that I have been advised of the time and economic commitments required of me, if elected, and I understand that not all my expenses will be reimbursed. I have discussed my commitment with my spouse and my employer (when applicable) and both have acknowledged and agreed to support my efforts if elected. I understand that if I am elected to the Office of JCI Michigan President, Programming Vice President, Membership Vice President, or District Director, I will be expected to attend one or more training sessions, monthly Executive Committee and/or Board of Directors Meetings and General Assembly Meetings (Leadership Conferences) throughout the year, as part of the duties of my office. If elected, I will discharge my responsibilities to the best of my ability."

CANDIDATES FOR PRESIDENT ONLY: "I certify that I have, or will have served at least two full voting terms on the JCI Michigan Board of Directors prior to the commencement of the term I seek."

By submitting this form, I hereby agree to a background check as the candidate.

\_\_\_\_\_  
CANDIDATE SIGNATURE

\_\_\_\_\_  
DATE

**PRIMARY (HOME) CHAPTER CERTIFICATION**

The undersigned, as President of the \_\_\_\_\_ chapter, hereby certify that the above candidate is a member in good standing with our chapter.

\_\_\_\_\_  
PRESIDENT'S SIGNATURE

\_\_\_\_\_  
DATE

*\*Note: If the candidate is currently serving as President, this form must be signed by the Chairman of the Board.*

\_\_\_\_\_  
CHAIRMAN OF THE BOARD SIGNATURE

\_\_\_\_\_  
DATE

JCI MICHIGAN  
**NOMINATION FORM 2022**

Candidates must complete this nomination form to become a Certified Candidate.

\*\*\* The requesting of a nomination, or a Second from a Local Chapter Member, shall not be considered Campaigning. Both potential candidate and Local Chapter Member may not discuss with or announce to other Local Chapter Members until such time as the potential candidate is certified.

\*\*\* Nominations and the Second are required to be announced by the Elections Committee. A nomination or second does not signify or require any delegate of a Local Chapter Member to vote for a potential candidate at the general assembly.

\*\*\* Candidates may submit the nomination form after the certification form but will not be eligible to be certified as a candidate, may not campaign, or otherwise represent themselves as a "candidate" until the form is received by the Elections Chair and certified. All nomination forms must be submitted to the Elections Chair prior to July 30h to be printed on the ballot.

**PRIMARY CHAPTER NOMINATION**

The undersigned, as President of the \_\_\_\_\_chapter, hereby certifies that the above candidate has been nominated by our Chapter for public announcement.

\_\_\_\_\_  
PRESIDENT'S SIGNATURE

\_\_\_\_\_  
DATE

**SUPPORTING CHAPTER NOMINATION**

The undersigned, as President of the \_\_\_\_\_chapter, hereby certifies that the above candidate's nomination has been seconded by our Chapter for public announcement.

\_\_\_\_\_  
PRESIDENT'S SIGNATURE

\_\_\_\_\_  
DATE

JCI MICHIGAN  
**CERTIFICATION CHECKLIST 2022**

**ALL OF THE FOLLOWING ARE REQUIRED TO BE FILLED WITH THIS FORM AT CERTIFICATION:**

- Statement of Candidacy Form
- Candidate's Certification Form (signed by Chapter President or Chairperson of the Board)
- Nomination Form (signed by Chapter Presidents) \*\*\* Candidates may be certified without this form, but must turn the form in to the Elections Chair prior to July 30<sup>th</sup> to be on the printed ballot \*\*\*
- Letter from Employer acknowledging the candidacy (required for Presidential and recommended for Vice-Presidential Candidates)
- High resolution digital photograph of candidate
- Photocopy of Driver's License or signed waiver that candidate has legal means of transportation
- List of campaign manager and all committee members with phone numbers and email addresses
- Proposed Campaign Budget with all proposed income and expenses for filing fees, damage deposit, violation fee deposit, mailing expenses, printing, promotional items, *Michigander* advertising and any miscellaneous costs (not to exceed limits of any Election Policy or Rules)
- Copies of all promotional items, including but not limited to posters, flyers/brochures, buttons, banner, webpage, with a list of anticipated costs and numbers to be produced of each item. *Additional material or changes to original items shall be approved by the Elections Chair prior to distribution*
- Filing Fee (President \$75.00, Vice President \$50.00, District Director \$25.00)
- Filing Bond/Damage Deposit (only required for President and Vice-Presidential Candidates; \$100.00). (Any unused amount will be returned to the candidate.)
- Optional - JCI Michigan Mailing List Request and Fee (\$25): Campaign Committee will email a file to the Candidate for use of campaign correspondence and marketing items only (**any other uses are strictly prohibited**).
- Candidate's Website Address (if applicable): \_\_\_\_\_
- Copies of all promotional items with the costs and numbers produced of each item
  - One (1) banner (maximum size 24 square feet) Posters - maximum size 11 x 17" Flyers / brochures
  - Mailings – USPS or equivalent, or email (1 electronic, 1 USPS or equivalent) Buttons
  - Staff badges
  - Miscellaneous (President \$500 max, Vice President \$200 max)

*\*\*Note: Include the above as line items in your proposed campaign budget and final quantities and costs in your final budget reporting document.*

**Formal Candidate Certification will begin on Saturday, July 23, 2022.**

***Michigander* Ads and candidate profiles are due by 5 p.m. on July 25, 2022** to the following: [abonarek@jcimi.org](mailto:abonarek@jcimi.org)  
Ads are \$50.

\*\*\*Payment must be made at the time of Certification. Only Credit Card, Check or PayPal payment will be accepted. A separate check for the Filing Bond/Damage Deposit may be provided if paying by check. The completed Payment Authorization Form must be submitted at time of submitting for Certification.

# Payment Authorization Form

|   |   | Amount |
|---|---|--------|
| <b>FILING FEE</b>                                 | \$75.00 President<br>\$50.00 Programming VP<br>\$50.00 Membership VP<br>\$25.00 District Director |        |
| <b>Damage Bond</b>                                | \$100.00 President, PVP, MVP<br>District Director N/A   |        |
| <b>JCI MI Mailing<br/>List Fee<br/>(Optional)</b> | \$25.00   |        |
| <b>Michigander<br/>Ad (Optional)</b>              | \$50.00   |        |
| <b>Total</b>                                      |   |        |

CANDIDATE'S NAME: \_\_\_\_\_

OFFICE: \_\_\_\_\_

CAMPAIGN MANAGER NAME: \_\_\_\_\_ CM PHONE: \_\_\_\_\_

PAID BY:

CREDIT CARD # \_\_\_\_\_ SEC CODE: \_\_\_\_\_ ZIP: \_\_\_\_\_

NAME ON CARD: \_\_\_\_\_ EXP DATE: \_\_\_\_\_ TOTAL: \$ \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

\* A 5% service fee will be added to credit card payments

OR

Check # \_\_\_\_\_ Made Payable to: JCI Michigan

OR

PayPal Funds Transfer sent to [treasurer@jcimi.org](mailto:treasurer@jcimi.org)

Date Transfer made \_\_\_\_\_ Email Address Transfer sent from \_\_\_\_\_

## 2022 PROPOSED CAMPAIGN BUDGET REPORT

This report **must be filed** with the Elections Committee **at the time candidate certification.**

**Candidate** (Print or Type Name): \_\_\_\_\_

**Office:** \_\_\_\_\_

Please list the quantity and estimated costs of all proposed items. Copies of **all receipts/bills must be included** in the Final Campaign Budget Report. Please print or type.

| ITEM                        | QUANTITY | PROPOSED COST | SOURCE OF INCOME    | AMOUNT |
|-----------------------------|----------|---------------|---------------------|--------|
| Filing Fee                  |          | \$            | Cash Contributions  |        |
|                             |          |               | Source:             |        |
| Damage Deposit (refundable) |          | \$            |                     | \$     |
| JCI MI Mailing List         |          | \$            |                     | \$     |
| Banner                      |          | \$            |                     |        |
| Posters                     |          | \$            |                     |        |
| Mailings                    |          |               |                     |        |
| - Postage                   |          | \$            |                     |        |
| - Printing                  |          | \$            |                     |        |
| - Paper/Envelopes           |          | \$            |                     |        |
| Flyers / Brochures          |          | \$            |                     |        |
| Buttons                     |          | \$            |                     |        |
|                             |          |               | Other Donations:    | Value  |
| Staff Badges                |          | \$            | Source:             |        |
| Website                     |          | \$            |                     | \$     |
| Michigander Ad              |          | \$            |                     |        |
| Miscellaneous               |          | \$            |                     |        |
| <b>Total Amount Spent</b>   |          | \$            | <b>Total Income</b> | \$     |

I hereby certify that this report is true, factual, and all-inclusive to the best of my knowledge.

\_\_\_\_\_  
**Candidate's signature**

\_\_\_\_\_  
**Date**



## 2022 FINAL CAMPAIGN BUDGET REPORT

This report **must be filed** with the Elections Committee **no later than September 10th, 2022.**

**Candidate** (Print or Type Name): \_\_\_\_\_

**Office:** \_\_\_\_\_

Please list the quantity and **ACTUAL** costs of all proposed items. Copies of **all receipts/bills must be included** and labeled for each item Report. Please print or type.

| ITEM                        | QUANTITY | PROPOSED COST | SOURCE OF INCOME    | AMOUNT    |
|-----------------------------|----------|---------------|---------------------|-----------|
| Filing Fee                  |          | \$            | Cash Contributions  |           |
|                             |          |               | Source:             |           |
| Damage Deposit (refundable) |          | \$            |                     | \$        |
| JCI MI Mailing List         |          | \$            |                     | \$        |
| Banner                      |          | \$            |                     |           |
| Posters                     |          | \$            |                     |           |
| Mailings                    |          |               |                     |           |
| - Postage                   |          | \$            |                     |           |
| - Printing                  |          | \$            |                     |           |
| - Paper/Envelopes           |          | \$            |                     |           |
|                             |          |               |                     |           |
| Flyers / Brochures          |          | \$            |                     |           |
|                             |          |               |                     |           |
| Buttons                     |          | \$            |                     |           |
|                             |          |               | Other Donations:    | Value     |
| Staff Badges                |          | \$            | Source:             |           |
|                             |          |               |                     |           |
| Website                     |          | \$            |                     | \$        |
|                             |          |               |                     |           |
| Michigander Ad              |          | \$            |                     |           |
|                             |          |               |                     |           |
| Miscellaneous               |          | \$            |                     |           |
|                             |          |               |                     |           |
| <b>Total Amount Spent</b>   |          | <b>\$</b>     | <b>Total Income</b> | <b>\$</b> |

I hereby certify that this report is true, factual, and all-inclusive to the best of my knowledge.

\_\_\_\_\_  
*Candidate's signature*

\_\_\_\_\_  
*Date*

JCI MICHIGAN  
**CANDIDATE PROFILE 2022**

**Candidate** (Print or Type Name): \_\_\_\_\_

Age: \_\_\_\_\_ Highest Degree attained: \_\_\_\_\_

Senator (check one one)?:  Y  N If yes, Senator Number: \_\_\_\_\_

Spouse's name (if applicable): \_\_\_\_\_

Children's names and ages (if applicable):

*(Note: Names will only be used for publications as approved by candidate)*

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The Candidate Profile will be published in a special Elections edition of the Michigander.

**CANDIDATE QUESTIONS**

**Please submit your answers to the following questions by July 29<sup>th</sup>, 2022 to:**  
[abonarek@jcimi.org](mailto:abonarek@jcimi.org)

*The candidate must include a high-resolution digital headshot. Answers to questions must be less than 500 characters (not words) per answer.*

1. What is your current employment and what aspects of your job have helped you prepare for the Office you are running for?

2. What are the three most important skills or assets you will bring to the Office you are running for?

*Questions continued on next page.*

## CANDIDATE QUESTIONS CON'T

3. What is the most important role of the position you are running for?

4. What inspired you to seek the position you are running for?

5. Are there any new ideas or programs you would like to implement?

6. What do you think is the greatest need of this organization right now and how will you help JCI MI meet this need?

7.

- a) *Presidential Candidates* - What would the role of the board of directors be in your administration?
- b) *Vice Presidential Candidates* - What would the role of the Programming/Membership directors be on your team
- c) *District Directors* – What are your plans for building relationships with your chapters, their leadership and their members?

# JCI Michigan 2022 Election Calendar

## Candidate Certification

Formal Candidate Certification will begin on Saturday, July 23rd, 2022.

Please send in paperwork as soon as possible, so that you can be certified on July 23<sup>rd</sup>, 2022, and begin campaigning on July 26, 2022 (45 days until election).

## 2022 Annual Election Timeline:

- July 1, 2022 Chapters provided initial notice of outstanding balances.
- July 15, 2022 Chapters provided second notice of outstanding balances.
- July 23, 2022 Certification Process Begins. No campaigning allowed.
- July 26, 2022 Campaigning may begin if and only if a Candidate has been notified by the Elections Committee that are certified.
- July 29, 2022 Michigander profiles are due.
- July 31, 2022 Membership Deadline for Initial Delegate Determination.
- Aug 1, 2022 Nomination form due, if not turned in with the Certification form.
- Aug 5, 2022 Chapter Presidents will be emailed their delegate count (or reason for no delegates) by the Elections Committee.
- Aug 8, 2022 Special Election edition of Michigander will be published.
- Aug 12, 2022 Deadline for Chapter Presidents to submit their list of delegate names and email addresses.
- Aug 13, 2022 Meet the Candidates at the Service Center in Lansing
- Aug 15, 2022 Electronic Ballots credentials will be sent to delegates and electronic voting will be open.
- Sept 09, 2022 Electronic voting portal closes at 11:30 pm
- Sept 09, 2022 Final budget reports are due.
- Sept 10, 2022 Ballots results will be counted and certified by the Elections Committee and the results will be announced at the JCI MI General Assembly at the Service Center in Lansing (as part of this year's You're Hired! Event).
- Nov 5, 2022 Swearing in of elected candidates.
- TBD 2023 Appointments, Interest meeting and other items as determined by the 2023 officers.

## JCI MICHIGAN

### Tips and Recommendations

#### Tips for candidates and campaign committees

- Michigander articles and advertisements are due by 5:00 pm on July 29, 2022.
- We recommend that you do not use current local chapter or JCI Michigan Board Members on your campaign teams as they also have a committed year to finish.
- Make sure to read and follow the JCI Michigan Bylaws, Policies, and Election Rules for campaigning.
- In the absence of superseding Bylaws – District Director candidates follow the same rules as Vice Presidential candidates.
- Any Facebook Page or Group or other social media that is hosted or managed JCI Michigan (including JCI Michigan, JCI MI Post it Here, JCI MI Board, Local Presidents, Programming Pages, Local Programming VP/Director Page(s), District Directors Group, D1, D2, D3, D4, D5, pages, etc.) may not be used for campaigning by any candidate, officer, chapter, or local member – campaigning may be done through campaign, or member personal Facebook / web pages.
- Many of us have made a commitment to our 2022 offices - finish your year, finish it strong and let your campaign committee handle the campaign.
- If you have any questions, the Elections Committee is here to help, so feel free to call.

#### Once Elected to Office

- You must return the Officer Biographical Information Form to JCI Michigan (Attn: 2022 President and Chief of Staff) one week after the annual election. Make sure to note any phone number(s) you do not want published.
- Within thirty (45) days after Election, provide JCI Michigan (Attn: 2022 President and Chief of Staff) with the titles, names, addresses and phone numbers of your appointed staff.
- Plan to attend a Board Planning and Retreat when scheduled by the 2023 team.
- Plan to attend the JCI MI Fall Conference and help organize the LOTS component of the weekend on November 4<sup>th</sup> – 6<sup>th</sup>, location TBD (tentatively Kalamazoo).
- Plan to attend and perform your role at all Leadership Conferences and major state level events.

JCI MICHIGAN  
**ELECTION RULES 2022**

**1.0 DEFINITIONS**

Annual Election—Event by which officers of the Corporation are chosen.

Campaign—Concerted and affirmative effort by one or more people to affect the election of an Individual Member to an office of JCI Michigan.

Campaign Materials—All brochures, buttons, business cards, banners, posters, flyers, mailings, websites, internet, social media or other tangible items that can be identified with a campaign.

Candidate—An Individual Member of the Corporation who seeks an office of the Corporation by accepting a nomination or by engaging in campaign activities.

Candidate Committee—An association of Individual Members who campaign on behalf of a candidate.

Certification—Process that permits a candidate to campaign and participate in the Meet the Candidates Event, and appear on the ballot.

Delegate — An individual JCI Michigan member in good standing designated to cast ballots in the annual election on behalf of a JCI Michigan local chapter.

Election Cycle – The period of time that candidates or candidate committees may campaign for office, beginning at the time a candidate is officially certified and running until 11:30 p.m. Sept. 09, 2022.

Electronic Voting Portal – The official voting system authorized by the JCI Michigan Board of Directors to be used for the annual election.

Expenditure—Anything of service or value that is provided, spent, exchanged or promised on behalf of a candidate for campaign materials.

Mass Communication—Any campaign material delivered by any means to more than one person for the purpose of furthering a campaign. Electronic mail shall be deemed a mass communication when the recipient cannot be determined on the face of that message.

Snail Mail – Means any physical mailing transported via the United States Postal Service or other physical mailing service.

Statement of Candidacy—Paper application submitted to the Election Committee for their review and certification.

Time for Voting—The period of time that ballots cast by delegates can be received, beginning on August 9<sup>th</sup>, 2022 and running until 11:30 p.m. September 09, 2022.

## 2.0 FILING FOR CANDIDACY, CERTIFICATION

**2.1 Certification, generally**—The Elections Committee shall certify any candidate meeting the Constitutional, Bylaw, and Policy requirements, and meeting the filing requirements set forth in these rules.

**2.2 Statement of Candidacy**—Any candidate must file a Statement of Candidacy with the Elections Committee using the form established by the Committee for that purpose. This filing must be completed before a candidate or candidate committee may begin campaign activities.

**2.3 Fees, Bond Schedule**—Candidates shall pay a non-refundable filing fee, along with a refundable damage bond and violation deposit to JCI Michigan, drawn on certified funds or by cash or credit card, according to the following schedule:

| Office                          | Filing Fee | Damage Bond |
|---------------------------------|------------|-------------|
| President                       | \$75.00    | \$100.00    |
| Programming Vice President      | \$50.00    | \$100.00    |
| State Membership Vice President | \$50.00    | \$100.00    |
| District Director               | \$25.00    | None        |

**2.3.1 Methods of Bond Payment** – The Damage Bond may be paid using one of the following methods:

- Check Payable to JCI Michigan
- Credit Card Authorization form
- PayPal Funds Transfer to [treasurer@JCIMI.org](mailto:treasurer@JCIMI.org)

**2.3.2 Application of Bond**—The Damage Bond shall be refunded to the candidate making the damage bond within 10 days after the final expenditure reports have been submitted, less any amounts of damage, including hotel room charges, attributed to that candidate and their committee. This also includes all fines levied to the candidate and their committee by the Election Committee. The Chief Operations Officer shall verify damage charges to the candidate committee.

## 3.0 CAMPAIGNING

**3.1 Code of Conduct**—All JCI's are expected to uphold the principles and objectives of the JCI Creed, JCI Michigan, JCI USA, and Junior Chamber International.

**3.2 Communications**—Certified candidates may communicate to any of the members of the corporation in any manner subject to the restrictions in this part.

**3.3 Prohibited Campaigning**—No candidate may campaign prior to certification.

**3.4 Prohibited Campaigning; Meetings**—Unless otherwise excepted, no candidate may campaign during any meeting of the Corporation, the Board of Directors, the Executive Committee, or any other JCI Michigan committee.

**3.5 Website**—No candidate may maintain more than one website for campaign purposes. Each website shall be limited in scope and content to the campaign and candidate responsible for its creation. The URL for the website must be supplied to the Elections Committee 24 hours prior to making the website public.

**3.6 Social Media**—Social networks such as Facebook, Instagram, Snapchat, Twitter, Blogs, LinkedIn, and other applications which are considered forms of "User Opt-In" Communications. Candidates/Campaigns are not restricted to the amount of communication tools they can use. Candidates and Campaign Committee members must establish a candidate/campaign page. Communication should originate from Campaign Pages but can be shared on personal pages at Candidates' and Committees' discretion. The Elections Committee must be invited to all campaign pages.

Usage of any of these communication tools are restricted until after certification.

Any Facebook Page or Group or other social media that is hosted or managed by JCI Michigan (including JCI Michigan, JCI MI Post it Here, JCI MI Board, Local President, Programming Pages, Local Programming VP/Director Page(s), District Directors Group, D1, D2, D3, D4, D5, pages, etc.) may not be used for campaigning by any candidate, officer, chapter, or local member – campaigning may be done through campaign or individual member personal Facebook / web pages. Candidates may promote campaign events and social media tools on the candidate's personal accounts. Candidates and Campaign Committee members shall allow the members of the Elections Committee to view their personal accounts during the campaign cycle (i.e. friend on Facebook).

**3.7 Michigander**—The Election Committee shall establish a Questions and Answers form for certified candidates. Such candidates must submit these completed forms to the *Michigander* by July 25<sup>th</sup>. Candidates may purchase an advertisement in the *Michigander*.

**3.8 Mail - Electronic and "snail mail"** – Only one (1) mass electronic mailing message and only one (1) mass postal/physical "snail" mailing (USPS or equivalent) message may be used by each campaign, after certification. The Election Committee will make available the current membership roster to each of the campaigns for a \$25 fee. District Director candidates should not send unsolicited campaign mailings to members outside of their district. The material/message should be provided to the Elections Committee Chair 48 hours prior to sending out. The material/message may only be sent once to members. The membership roster may not be used for any other purpose, except for official/authorized JCI MI communications.



## **4.0 VOTING PROCEDURE**

**4.1 Nominations**—Shall be completed by the candidates on the nominations form provided and shall be required for a candidate to be on the ballot.

**4.1.1 Uncertified candidates**—Any write-in candidate must be nominated and certified by September 1st, including completing a Statement of Candidacy, nomination form, and pay the appropriate fee. The Elections Committee shall confer and immediately rule on whether the nominated Individual Member is in good standing. If the nominated member is in good standing and accepts the nomination, the Elections Committee shall certify them as a candidate and announce that fact to the Local Organization Delegates and inform them that write-in votes for that nominated Individual Member shall be counted. Votes for candidates that have not completed a statement of candidacy shall be considered an illegal vote cast and including in the tally.

**4.2 Delegates**—Prior to the issuance of credentials, each Individual Member shall certify that they are a member in good standing of the Local Organization (chapter) which they wish to represent, and JCI Michigan. The Elections Committee shall issue credentials only to those delegates so certified. The President of a Local Organization Member must submit the list of delegates to the Elections Committee no later than August 12, 2022.

**4.3 Determination of Delegates** - A Local Chapter in good standing shall be entitled to register delegates to represent its individual members who may vote on its behalf. Local Chapter Members shall be entitled to a number of delegates as determined by the JCI Michigan Bylaws.

**4.4 Chapter Good Standing Rules** – Local Chapter Members shall be considered in good standing as defined by the JCI Michigan bylaws.

**4.5 Gaining Good Standing during the voting window** – If a chapter is deemed to not be in good standing as of August 5, 2022 but resolves the issue that caused the removal from Good Standing during the voting window they can request their standing to be reinstated and have eligible delegates registered by emailing the election chair ([abonarek@jcimi.org](mailto:abonarek@jcimi.org)) and stating that they have resolved the issue. This includes chapters that establish an approved payment arrangement with the JCI Michigan Finance Director and the JCI Michigan President. Upon confirmation by the elections chair that the issue has been resolved; the chapter delegates will be issued credentials for electronic voting.

**4.6 Delegate Count Notification** – The Elections Committee will email Local Chapter Presidents on August 5, 2022 notifying them of their eligible delegate count, or reason why they are ineligible. Chapter Voting Delegates shall be appointed in accordance with the JCI Michigan Bylaws.

**4.7 Voting; generally**—Delegates, or Local Chapters, will receive the information on how to access their electronic ballot via email on August 15, 2022. The electronic voting portal will close at 11:30 pm on September 09, 2022.

**4.7.1 Determination** - The Elections Committee shall determine which candidate for JCI Michigan office has received the greatest number of votes for that particular office and shall declare such candidate to be duly elected. If it shall appear that 2 or more persons have received an equal number of votes for the same office and that a failure to elect to any office is caused as a result, the Election

Committee shall inform the Local Organization (Chapter) Delegates of this determination no later than September 10, 2022, and shall announce the rules for a second vote (i.e. run-off election).

The committee may eliminate one candidate from consideration in subsequent run-off elections provided that the candidate received the fewest votes in the election immediately preceding a run-off election.

**4.8 Results**—The election results shall be announced by the Elections Committee Chair or their designee. The announcement will be made by announcing each candidate, the vote total received and declaring the winner. No other details of the vote tally will be released to anyone without a ruling for such from the Evaluations Committee. The Legal Counsel shall certify the outcome of the election.

**4.9 Installation**—The President, Programming Vice President, Membership Vice President and District Directors shall be installed November 5, 2022, at the JCI Michigan Fall Meeting. Family and friends are welcome to join in the event.

**4.10 District Director Elections**—The election of District Directors shall be conducted with the Annual Election of the Corporation where other officers are elected. The vote for the election of District Directors shall be by ballot limited to one vote per Local Organization (Chapter) in the represented district.

## **5.0 FINANCES; REPORTS**

**5.1 Limitations on expenditures**—No candidate or candidate committee shall spend more than \$2,500 in an election cycle.

**5.2 Final accounting**—Each candidate committee shall file a final accounting before the certification and announcement of the election results. Each final accounting shall show the amount of money raised, the value of any services provided, the cost of supplies purchased or exchanged, and the names of service providers, donors, suppliers, or other persons who received compensation in connection with a campaign. Any candidate whose expenditures do not exceed \$200 may file a letter certifying that fact without any further detail.

**5.3 Committee review**—The Elections Committee shall review the final accountings prior to the announcement of the results. The Elections Committee shall have ten days from the date of the election to determine whether any outstanding fines or damages are outstanding. The Committee shall notify any candidate and the treasurer of any such fine(s) or damage(s) within those ten days.

## **6.0 DISCIPLINARY PROCEDURE**

**6.1 Complaint procedure** - A JCI Michigan member in good standing may file a complaint with the Elections Committee regarding any delegate, campaign, or candidate. The complaint must be made in writing, dated, and signed by the party filing the complaint. The complaint may request relief. Electronic filings with electronic signatures will be accepted as official complaint filings.

**6.1.1 Committee response** - The Elections Committee shall have the general power to interpret these rules and all regulations associated with the Elections Process in such a manner that will best accomplish the expressed purposes and intent of these rules. Upon an affirmative majority vote of the Elections Committee that a violation of the Constitution, Bylaws, Policies or these rules has occurred, the Elections Committee may impose a penalty.

**6.2 Violations** – The following actions are not allowed by these election rules. If any of the following prohibited actions occur, the candidate shall have violated election rules.

- a) No candidate or candidate committee may deface walls, surfaces, or cause any damage to public property in the promotion of a candidate.
- b) No candidate or candidate committee may, in the course of a campaign, make any statement that is lewd, indecent, criminal, or otherwise violates the Constitution, Bylaws, or Policies of the Corporation.
- c) No candidate or candidate committee may publish or distribute, or cause to be published or distributed, any written matter or statement in any form concerning any candidate or prospective candidate unless such matter or statement shall have plainly inscribed thereon the name and address of each person and each association or organization responsible for its publication or distribution.
- d) Upon penalty of decertification, no candidate may violate Section 2 of these Election Rules. Any candidate so decertified may cure the defect and be reinstated as a certified candidate.
- e) No candidate or candidate committee shall degrade, humiliate or make lewd comments about an opponent or opponent's committee. All candidates will be held responsible for maintaining their social media pages and the removal of any post or comment that attacking, degrading, or humiliating another candidate or candidate committee.

**6.2.1** No candidate or candidate committee may violate Section 3 of these Election Rules. The Elections Committee shall determine whether a warning, a fine, or decertification is appropriate as a response to the violation. This determination shall consider the apparent intent behind the violation, the impact on the voting delegates, and whether the violation is a subsequent offense.

**6.2.2** Any penalty assessed may be appealed by that candidate or candidate committee to the Audit Committee. All penalties remain in full force and effect from their assessment until a successful appeal is determined. The Audit Committee shall evaluate appeals prior to election. All determinations of such appeals are final.

## JCI MICHIGAN BYLAWS EXCERPT

### ARTICLE III: MEETINGS AND PROCEDURES

#### **Section 3.100 -- Determination of Delegates to Meetings of the Corporation**

A Local Chapter Member in good standing shall be entitled to register delegates to represent its individual or institutional members who may vote on its behalf at any meeting of the Corporation. Voting Members of the Board of Directors shall also be entitled to register as delegates to vote at any meeting of the Corporation. Local Chapter Members may register a number of delegates based upon their final membership population on the last day of the month preceding any vote of the Corporation. Local Chapter Members may register as many as two delegates representing the first nineteen (19) members of that chapter, plus two additional delegates for every additional 10 members of that chapter, so that a chapter with between ten (10) and nineteen (19) members has 2 delegates, a chapter with between twenty (20) and twenty-nine (29) members has 4 delegates, a chapter between thirty (30) and thirty-nine (39) members has six delegates, and so on.

#### **Section 3.120 -- Selection of Delegates**

Delegates may be selected in any manner determined by the Local Chapter Members that they represent; however, no voting member of JCI Michigan Board of Directors may be selected as a delegate of a Local Chapter Member. Individual members shall only become registered delegate for one chapter, of which they are a member.

#### **Section 3.180 -- Registration of Delegates at Meetings of the Corporation**

All delegates shall register as such during the ordinary time for registration at meetings or assemblies of JCI Michigan. The President of the Local Chapter Member may register the delegates of the Local Chapter and receive their delegate cards. In the event the President shall not be in attendance at the meeting or assembly, then the President may submit a list of delegates to the Secretary, in advance of the meeting or assembly. Failure to register delegates in this fashion constitutes waiver of a Local Chapters Member's vote. The Corporation shall make diligent inquiry as to the identification of the proposed delegate by driver's license or state identification with a picture identification. The Corporation shall record the name and standing of each proposed delegate.

In the event any proposed delegate is not accredited, because the Local Chapter Member has exceeded its allotment of delegates, or because the Local Chapter Member is not in good standing, or because the proposed delegate is not in good standing as an individual member, a representative of the Corporation shall promptly inform the proposed delegate of the deficiency. Unless the deficiency can be rectified immediately, the proposed delegate shall not be registered.

#### **Section 3.200 -- Agenda Items**

A Local Chapter Member wishing to place an item on the agenda at a meeting of the Corporation shall provide written notification to the President of the Corporation of the intent to raise the item at least fifteen (15) days before the date of the meeting. Any delegate of the Local Chapter Member may raise the item to the docket during the meeting in question. If a bylaw amendment is voted on by the Corporation and defeated, this amendment may not be placed on an agenda of a meeting of the Corporation for a period of 18 months.

### **3.300 --Voting Procedures at Meetings of the Corporation**

Only registered delegates shall be allowed to speak and vote at a meeting of the Corporation. No Local Chapter Member shall be entitled to cast more votes than the number of registered delegates present and voting at a meeting. All votes shall be cast by the registered delegates present at a meeting of the Corporation.

### **Section 3.325 -- Votes Cast**

Except as otherwise provided in these bylaws or within the Constitution of JCI Michigan, any resolution shall pass into ratification by simple majority vote of the registered delegates present and voting at the meeting where the vote was held.

### **Section 3.400 -- Elections Committee**

The President shall appoint an Elections Committee consisting of at least three (3) and up to five (5) individual members, one of which shall be a Senator, of the Corporation who are not candidates for any office of the Corporation or involved in the campaign of any candidate for any office of the Corporation. The Elections Committee shall oversee the selection of officers of the Corporation, make reports to the President and have operational oversight of any rules and procedures utilized by the committee. The President shall appoint the chair of the committee.

### **Section 3.410 -- Duties of the Elections Committee**

In carrying out the responsibilities assigned by the Bylaws and Policies of the Corporation, the Elections Committee shall: propose the rules and forms for elections to the Board of Directors for approval no later than the June meeting of the Board of Directors; certify nominees for office; supervise all aspects of election protocol and procedure; determine the speaking order of candidates at any meeting; review and approve all campaign materials; explain campaign and election rules and procedures; and perform such other duties as will reasonably ensure that the election of state officers will be conducted in a fair and efficient manner. Failure to submit proposed changes to the rules and forms for elections of the Board of Directors for timely proposal shall result in the prior year's rules and forms to be controlling. The Elections Committee shall provide a copy of any Elections Rules then in effect to each Local Chapter Member no later than the 15th day of July of each year.

### **Section 3.450 -- Committee Oversight of Elections, generally**

The Elections Committee shall: consider only those members for the various offices who are properly nominated; maintain convenient headquarters where all written information with regard to nominees shall be on file and available for inspection by any delegate; examine the qualifications of candidates for the Offices of President, the Programming Vice President, and State Membership Vice President; and interpret and enforce such Elections Rules as are adopted by the JCI Michigan Board of Directors and as may be appended to these Bylaws.

### **Section 3.500 -- Limitations on Candidates**

Candidates for office in the Corporation must be individual members in good standing at all times during their candidacy. No candidate for the office of President shall be certified as a candidate unless that candidate has previously served at least two full voting terms on the JCI Michigan Board of Directors prior to commencement of that term of office. No candidate for Programming Vice President or State Membership Vice President shall be certified as a candidate unless that candidate has previously served at least one full term, either as voting or non-voting member, on the JCI Michigan Board of Directors prior to commencement of that term of office. When a candidate is a member of more than one chapter, the candidate shall notify the JCI Michigan Board of Directors of

his or her primary chapter prior to declaring candidacy or it shall be presumed that the primary chapter is the chapter where the candidate first became an individual member.

**Section 3.525 – Certification; generally**

The Elections Committee shall begin the certification of candidates process no earlier than forty-five (45) days prior to the Annual Election of the Corporation. Candidates meeting the JCI Michigan Candidates filing requirements as stated in the Elections Rules shall be certified in writing by the Elections Committee the day that the candidate files.

**Section 3.550 -- Campaigning; generally**

No candidate for elected office in the Corporation shall begin any campaign activities until that candidacy is certified by the Elections Committee. Such campaigning may only take place for forty-five (45) days prior to the Annual Election of the Corporation.

**Section 3.600 -- Elections; Voting for Officers**

The election of officers of the Corporation shall be conducted in accordance with rules promulgated for that purpose. The Elections Committee shall provide for an elections process for the Annual Election of the Corporation. Any vote for the elections of the President, Programming Vice President, and State Membership Vice President shall be by ballot. Any vote for the election of District Directors shall be by ballot limited to one vote per Local Chapter Member in the represented district.

**END OF POTENTIAL  
CANDIDATE ELECTION  
INFORMATION  
PACKET2022**