

ECAM NOMINATING INSTRUCTIONS FOR 2025 ELECTION AND CAUCUS

Instructions:

1. The President will appoint a Nominating Committee every other year that will consist of a representative from each Congressional District and one At Large member. The President cannot serve on this Committee.
2. The Nominating Committee will present a slate of nominees on the first day of the Annual Elections Commissioners Association of Mississippi Seminar/Convention.
3. To be nominated a person must be a paid member of the Association for the current calendar year, have served as an Election Commissioner for one (1) year and have given consent. There will be three Congressional District Representatives (**must vote for 3**) and they must reside in the Congressional District that they are nominated for. Election will be by ballot and will be determined by a vote of members present. Remember, the top three vote tallies for each Congressional District will be the newly elected Representatives for that Congressional District.
4. The slate of names to be nominated will be sent to the Chairman of the Nominating Committee and kept sealed until the meeting of the Nominating Committee on the day of the Nominations.
5. On that day all mailed in nominees will be verified as qualified by way of the current membership list provided by the Treasurer.
6. Nominations submitted should include exact name printed on SOS Identification Card, County and District. If no card available submit the name as it reads on the current ECAM web site.
7. Nominations for Board Members can only come from within your Congressional District. **YOU CANNOT nominate from outside of your Congressional District. This applies only to nominations for Board Member.**
8. Nominees should meet qualifications for the office to which he/she is being nominated for. **This is especially important for the Office of Treasurer.**
9. One person per office of Election Commissioners or all five may decide on one nominee for each office.
10. **Nominations forms will be mailed out to each county 90 days prior to the nomination deadline, and postmarked no later than December 31st, 2024. Please be advised that only mail in nomination forms will be accepted, no email or faxed nomination forms are allowed. Nominations from the floor will not be accepted except in case of death, a nominee withdraws, or if there are not enough nominees submitted from that congressional district.**

The following is a list of the offices and seats that are open for nomination along with their duties per the ECAM Bylaws and Constitution:

- President
 - Ex-officio member of all committees except nomination committee
 - Appoints all Committee Chairs except Legislative
 - Appoint a member to fill an unexpired term of office other than President
 - Signs all legal documents along with the Secretary for the Association
 - Signs all checks with the Treasurer
 - Requires great leadership skills
- Vice President
 - Serve as Association Leader in the absence of the President
 - Shall assume duties of the President if they are no longer able to serve
 - Shall head the Legislative Committee
 - Prepare and arrange for introduction and support of all legislation sponsored by ECAM
 - Must have the willingness and capability to spend time with State Legislature
- Secretary

- Attend and take minutes of all meetings of the Executive Committee, Board meetings and special meetings
- Sign all legal documents along with the President for the Association
- Should have some secretarial experience

- Treasurer
 - Responsible for safeguarding the monies and assets and overseeing the financial condition of ECAM
 - Signs all checks along with the President
 - Mails out membership cards and collect all funds
 - Presents a yearly financial statement along with copies to members at the annual seminar/convention
 - **MUST HAVE** background in QuickBooks or some other financial software, have working knowledge of basic accounting and know how to use Microsoft Excel Spreadsheet
- District Board Member
 - Makes up the Association Board and works with elected officers to maintain affairs of the Association
 - Each District will have three representatives

Mail all Nominating Forms to:

Randle Hall, Chairman of Nominating Committee

P. O. Box 254 / 11 J Luna St.

Walnut, MS 38683

Ph. 662-750-1198

ELECTION COMMISSIONERS' ASSOCIATION OF MISSISSIPPI

2025 ELECTION NOMINATION FORM

Please list and submit one (1) potential candidate for each office and at least three (3) District Board Member(s) in your perspective Congressional District:

President

Vice President

Secretary

Treasurer

Congressional District One

1 _____ 2 _____ 3 _____

Congressional District Two

1 _____ 2 _____ 3 _____

Congressional District Three

1 _____ 2 _____ 3 _____

Congressional District Four

1 _____ 2 _____ 3 _____

