

## GUIDE FOR THE ELECTION OF DELEGATES

The NFFE Convention includes the election of officers, so it is legally-mandated that the delegates to the Convention be nominated and, in the event of a contested election, elected by secret ballot by the members of the Local.

Under the NFFE FD-1 Bylaws, the delegate(s) that will carry the Local's delegate votes may be elected in one of two ways. These methods must still be used even if the Local votes to have a delegate from a different Local carry the Local's delegate votes.

**Method # 1:** If the Local's Bylaws has a specific provision for how delegates are elected, the Local should follow that procedure. However, the election of the delegate(s) under the Bylaws must be subject to nomination and election process (such as an election of Local officers) that involved a secret ballot, and the last election must have been held within the 3 years prior to the Convention. If the election of the individuals who would serve as delegates were not elected through a nomination and election process within 3 years of September 26, 2016, your Local should follow Method #2.

**Method # 2:** If the Local's Bylaws do not contain a specific provision for how convention delegates are elected, the Local shall follow the procedure found in Article III, Section 3.2. g. of the NFFE FD-1 Bylaws:

**Prior to June 2016 – Determine how many people your Local intends to send to Convention and how many votes each will carry.**

Each Local should first determine, via a vote at a regular meeting, prior to June 2016, how many people it intends to send to attend the convention.

Once the number of delegates is established, the Local should determine how many delegate votes will be held by each delegate attending the Convention (e.g., a Local might have 2 delegates attending the Convention and 3 delegate votes. One delegate would carry 2 votes and the other delegate would carry 1 vote). The Local should also determine how alternate delegates will be selected, whether from their own Local or joint with another Local.

**Prior to June 1, 2016 – Notify members of nomination and election of delegates**

Each local must issue a notice to its members informing them that the delegates for Convention will be nominated and elected at the June and July meetings, respectively.

**June 2016 Members Meeting - Nominate delegates and alternate delegates**

Delegates and alternate delegates shall be nominated at the regular local membership meeting held in June 2016. The Nomination results should be recorded in the meeting minutes.

**July 2016 Members Meeting – Elect delegates and alternate delegates**

If there is a contested election for the delegate(s), a secret ballot election shall occur at the July membership meeting. The election results should be recorded in the meeting minutes.

**No Later Than September 1, 2016 – Complete and mail delegate credentials**

As soon as the delegates are known, the credential forms should be submitted to NFFE National. However, in any event, they must be submitted **no later than** September 1, 2016. Instructions for filling out the forms will be enclosed when the forms are sent to your Local.