



Johnson County Professional Firefighters Union LOCAL 4252

ELECTION / VACANT POSITION POLICY

This policy is designed so that any member of this local may understand how the election process occurs. As well as how to fill positions that become vacant. It will clarify how ballots will be generated for voting purposes in each election. This policy is written in conjunction with Johnson County Professional Firefighter Union Local 4252 Constitution & Bylaws Article IV, Sections 6 and 9.

- General elections will be held every year for the following positions with a start date of:
 - January 1, of an odd year the positions of Local President, Local Member at Large as well as District Trustees will be filled.
 - January 1, of an even year the positions of Local Secretary / Treasurer and District Vice Presidents will be filled.
- Nominations for these general elections will be held in the month of October prior to the January 1st start date. The nominations will be open at both of the JCPFU General Local 4252 meetings that are scheduled for that month. A minimum of fifteen (15) day advanced notice will be given in writing or email indicating time and location of the meeting where nominations will be heard. If after the second General meeting and there is only one nomination for an office then that person will win the election by acclamation. Any office that holds multiple nominations an election will then occur.
- During that same October General meeting a three (3) person election committee will be formed. Preferably all three districts will have representative on the election committee but at a minimum two districts must have representative on the election committee to maintain biases. The election committee will be responsible for establishing the date for the election. A minimum of fifteen (15) day advanced notice will be given in writing or email indicating time and place for the voting. They will also generate the ballots as well as counting them to determine winner. If all open offices are filled by acclamation then the committee has no further action.
(See bullet in regards to generating Ballots below)

- In the case of vacant office due to resignation, removal or death the JCPFU Local 4252 President will call for a special election to occur at the next regular meeting. If a Local Office becomes vacant then at the next scheduled meeting, no matter if it is a General or the next scheduled District meeting, a call for election will occur. If a District office becomes vacant then at that next scheduled district meeting, that the vacant office is from, a call for election will occur. It will be determined at that meeting if a special meeting will be called to hold nominations, still abiding to the above mentioned minimum time frames or to hold nominations at the next scheduled District meeting. If the need arises that a position needs to be filled sooner than later a call for election may be made thru email with a posting for a special meeting for nominations as deemed necessary by the JCPF Local President. This is to be done as a last resort.
- Ballots will be generated by one member of the election committee and will follow in the following format. Each office that is placed on the ballot will be done in alphabetical order on the ballot. Then each candidate for those offices will be placed in alphabetical order under that. Once a ballot has been generated and approved by all members of the election committee then they will each print their name, sign and date a copy of the ballot and place it with the results of the election after it has occurred.
- Addition information specific to elections can be found in the Constitution & Bylaws of the JCPFU Local 4252