

The Bulldog Club of America, Inc.

Established 1890

Member of the American Kennel Club, Inc.

BULLDOG CLUB OF AMERICA DIVISION ELECTION RULES & PROCEDURES

**ORIGINAL - November 24, 2008, Rev. A – June 8, 2009, Rev. B – November 21, 2012,
Rev. C – November 27, 2013, Rev. D - November 23, 2016, Rev. E - 10/31/2018
Rev. F - Approved by the Council on Nov. 23, 2022**

Committee Chair: Link Newcomb

The following Bulldog Club of America Division Election Rules and Procedures are being provided to assist the Divisions in conducting uniform elections consistent with the Bulldog Club of America's Constitution and By-Laws, Divisional By-Laws, Standard Operating Procedures (SOP), and Robert's Rules of Order (Current Edition).

I. NOMINATIONS

- A. Nominations for the BCA Divisions' Officers, Governors and Councilors representing the respective BCA Divisions consist of those nominations made by the respective Division Nominating Committee; nominations (if any), from eligible Member Clubs of the Division and nominations (if any), from individual resident members of BCA submitting a petition signed by 20% of the current members of the Division. The Division Board, with the exception of the President, shall constitute the Division Nominating Committee¹. The Nominating Committee shall nominate eligible individual members to the Division positions of President, Vice President, Secretary, Treasurer, Governors (not less than three nor more than five), and Councilors (number to be determined by the National Treasurer as of December 31 of the preceding year not to exceed one for each fifty voting members). The number of voting members in each Division shall be certified to the Division Treasurer in the biennial year by the National Treasurer no later than January 31st ².
- i. Eligible Member Clubs are those clubs that have been officially recognized by the Division and meet the requirements of Article VIII of the SOP and whose annual dues have been paid in accordance with the BCA Constitution and By-Laws.
 - ii. An eligible individual member for nomination to the Division positions of President, Vice President, Secretary, Treasurer and Governor shall:
 1. Be a BCA member in good standing
 2. Be a permanent resident member of the Division ³
 3. Not be a Foreign Member ⁴
 - iii. A nominee may only hold one position as either an Officer or Governor during each term. No person shall be eligible to serve as an Officer and Governor at the same

¹ BCA Division By-Laws Article IV, Section 3.c

² BCA Constitution Article VII, Section 3.d

³ BCA Division By-Laws Article IV, Section 3.b

⁴ BCA By-Laws Article I, Section 1a ii & iii

time. However, Division Officers and Governors shall be eligible for nomination and election to the Council at the same time they are nominated for or hold office. If the National Officers for the next biennium come from the Division, no National Officer nominee may be nominated for the Division Board² except that the AKC Delegate is permitted to concurrently serve as an AKC Delegate and on the Division Board or to concurrently serve as the AKC Delegate and a Councilor.

iv. An eligible individual member for nomination to the position of Councilor shall:

1. Be at least twenty-five (25) years of age ⁵.
2. Be a BCA member in good standing
3. Be a resident member in the Division in which he is elected ⁵
4. Not be a Foreign Member ⁴

B. The Division Board, **with the exception of the President**¹, acting as the Nominating Committee, shall nominate a candidate for each Division Office at their regular quarterly meeting as set forth below. **The meeting to make nominations MUST be held in the months of February, March or April, of each odd numbered year** ⁶. It is **strongly recommended** that the meeting be held as early in the above listed months as feasible. This will allow nomination information to be transmitted to the Member Clubs on a timely basis. The Vice President will serve as Chairperson of the Nominating Committee. The Chairperson will be allowed to make nominations and participate in the discussion. However, the Chairperson will only be allowed to vote in the case of a tie.

- i. Prior to the Division Board meeting to conduct nominations, the Division Treasurer shall provide to the Division Board the number of Councilor positions to be filled, based on the information received from the National Treasurer.
- ii. The voting shall be by secret ballot. The ballots shall be retained until the second quarterly meeting of the Division Board of the following year. In case of any election protest, all election records will be retained until the Division Board gives permission for them to be destroyed. (Revised 11/23/2016)
 1. The nomination, balloting and voting for the Division Officers should be in the following order:
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer
 - e. Governors
 - f. Councilors

Once a nominee has received a majority of votes cast for a position, he or she may NOT be subsequently nominated by the Nominating Committee for any other Officer or Governor position, (i.e., nominee receiving a majority of votes for President cannot subsequently be nominated by the Nominating Committee for Secretary). However, an individual receiving the majority of votes cast for a

4 BCA By-Laws Article I, Section 1a ii & iii

5 BCA Constitution Article VII, Section 3.b

6 BCA Division By-Laws Article IV, Section 3.c

Division office (i.e., President, Vice President, Secretary, Treasurer or Governor) may also be nominated to be a Councilor.

2. Each Nominating Committee member may nominate any eligible member, with the member's permission, including himself or herself, to any and all of the positions to be voted upon.

C. No later than fifteen (15) days after the Nominating Committee meeting wherein the Division Board and Councilor nominations were made, the Division Secretary shall prepare and distribute a letter (see Attachment "A") to the Division's Member Clubs (in good standing) stating the following ⁷:

- i. The Nominating Committee's nominees for each Division Office (i.e., President, Vice President, Secretary, Treasurer and Governors) and for the Council.
- ii. The Date of the scheduled Election Day (which is also the date of the Biennial Meeting and **MUST be scheduled for between September 15th and November 30th** ⁸).
- iii. The Member Club may not amend the nominations by deletion of any name, but may in its discretion, make one additional nomination of an eligible BCA individual member, with their permission, for each or any office and **Councilor position** ⁹. The nominations **must** be made and voted on at a regular called or special called meeting of the member specialty club **general membership**, not a meeting or teleconference of the Member Club Board. No proxies or mail in votes allowed.
- iv. The Date the additional nominations, if any, are due back to the Division Secretary **(the Division Secretary should set a due date that gives the Member Clubs a minimum of 45 days to respond from the date of the Division Secretary's letter, understanding that the due date cannot be later than July 15th** ⁹). This date is hereafter referred to as the Member Club Nomination Due Date. Nominations received after the Member Club Nomination Due Date shall **NOT** be accepted. (Revised 11/23/2022)
- v. The Division will require that the Member Club adhere to the following with their nomination(s):
 1. Subject to the Division Secretary's discretion to allow emailed nominations as described below, the Member Club Nominations, if any, and accompanying written requirements, as set forth below, shall be returned to the Division Secretary by certified mail, or other form of mail that is traceable (i.e., UPS, FEDEX, DHL, etc.). Upon the request of the Division Secretary, the Member Club Secretary shall provide the tracing information to track the location of the nominating letter, if one was sent. If permitted at the discretion of the Division Secretary, which discretion shall be applied and communicated uniformly to all Member Clubs in that Division, a Member Club Secretary may email (rather

⁷ BCA Division By-Laws Article IV, Section 3.c

⁸ BCA Division By-Laws Article IV, Section 3.g

⁹ BCA Division By-Laws Article IV, Section 3.d

than mail) a Member Club Nomination to the Division Secretary by the Member Club Nomination Due Date so long as the email is sent from the email address on record for that Member Club Secretary and so long as the Division Secretary is able to confirm by telephone the validity of such emailed Member Club Nomination with the Member Club Secretary or another current officer of that Member Club. If no additional nominations are to be made by a Member Club, that Member Club Secretary shall so advise the Division Secretary by the Member Club Nomination Due Date. This will help to prevent oversight of any Member Club's nominations. (Revised 11/23/2022)

2. The Member Club Nomination must include the statement that all nominees have approved their nomination for office and have committed to serve if duly elected.
3. The Member Club Nomination must include the statement that the nomination, or nominations, were made consistent with the Member Club's Constitution and By-Laws.
4. The Member Club is required to include with its Member Club Nomination a copy of the Member Club's meeting minutes wherein the nomination action was conducted.

D. After the Division Secretary has received nominations or other responses from the Member Clubs in that Division, if there are more nominees for any office than available positions for that office, a vote of the Division Membership shall be required. Accordingly, in such cases, the Division Secretary shall, by no later than July 31st preceding the election,¹⁰ notify in writing the voting Members and Member Clubs in that Division that an election is to be held, together with the names of the nominees for each position and the date of the election. The Division Secretary shall also advise the voting Members and Member Clubs in the same notice that a ballot will be forthcoming from that Division Secretary. (Revised 11/23/2022)

II. BALLOTS

- A. The Division Secretary shall prepare a ballot listing those nominated in a format similar to the one provided in Attachment B. The Ballots are to be mailed to all voting Members in good standing **a minimum of 45 days prior to the date of the Election.** Member Clubs shall be allowed **one vote**, the same as an individual Member.¹¹

¹⁰ The BCA Division By-Laws, Article IV, Section 3.g, provides that the Division Secretary shall notify Members of the nominations and date of election "at least 15 days preceding the elections". The Election Rules require that such notice be provided by July 31st which is not inconsistent with the By-Laws since in all cases July 31st would be more than 15 days before any Division election given that the earliest date such an election can be held is September 15th. The BCA Division By-Laws do not provide any deadline for when ballots must be mailed to Members so the requirement in these Election Rules that ballots be mailed at least 45 days prior to the election is not inconsistent with the By-Laws. This time period is necessary to ensure that Member Clubs have adequate time to call and hold a general membership meeting where a secret ballot vote on the nominations can be conducted in the manner required by the Election Rules. (Added 11/23/2022)

¹¹ BCA By-Laws Article I, Section 1.b

Ballot requirements are as follows:

- i. The nominees shall be presented on a ballot, in alphabetical order by the last name, in a format similar to the one provided in Attachment B. There shall not be any indication on the ballot how the candidates were nominated. Candidates without opposition shall not be required to be listed on the ballot. (Revised 11/27/2013)
 - ii. The date of the election shall be the date of the scheduled Division Biennial Meeting. **This meeting shall be held between September 15th and November 30th of the election year ⁸.**
 - iii. The notification packet from the Division Secretary shall contain the following:
 1. Transmittal letter clearly stating the date by which the Division Secretary must receive the election ballot. (see Attachment "C" for Member letter and Attachment "D" for Member Club letter)
 2. Membership Record/Vote Authorization (see Attachment "E") setting forth the Member's name, address, phone number, email address (if any) and a signatory line for the Member's execution and return.
 3. Election Ballot (see Attachment "B")
 4. Two envelopes; one marked only with the word **BALLOT**, the other addressed for delivery to the Division Secretary and the return address on the that envelope should be that of the Secretary.
 5. Specific instructions directing the Member to:
 - a. Provide the requested membership information and sign the Ballot Authorization Form were indicated as evidence of their vote.
 - b. Enclose and seal the completed Election Ballot in the envelope marked Ballot and put nothing else in that envelope.
 - c. Place the sealed Ballot Envelope and the Ballot Authorization Form in the envelope addressed to the Division Secretary.
 - d. Return the envelope (and its contents) addressed to the Division Secretary no later than the date indicated by the Division Secretary for its receipt. Postage for mailing the envelope shall be paid for by the member.
 - iv. Upon receipt of the return addressed envelopes the Division Secretary shall accumulate the returned envelopes and present them unopened to the Tally Committee appointed by the Division Board, at the biennial meeting.
- B. Any member is eligible to vote if they have been voted into membership prior to the day on which the ballots are mailed, unless they are excluded from voting by the BCA Constitution and By-Laws (for example, if they are then subject to a suspension of privileges by BCA or AKC). (Revised 11/27/2013)
- C. Voting by member clubs shall be conducted at a legally convened meeting, either regular or special of the membership. A quorum as directed by the member club's Constitution and/or Bylaws must be present, minutes must be recorded and voting by the membership must be by secret ballot. (Revised 11/23/2016)

- D. From the date the Division Secretary receives a valid nomination for any office from a member club or a valid petition for election to office and promptly so advises the Division Board, and through the date of the election, no Division officer shall communicate orally or in writing by email or otherwise (including communication via social media) to any member for the purpose of identifying the names of the nominees made by Division Nominating Committee, Member Club, or the individual's petition; provided, however, that this restriction shall not prevent any member who holds a Division office from campaigning at any time on behalf of any nominee (whether a nominee of the Nominating Committee, Member Club, individual petition, or otherwise) so long as any communication associated with that campaign (1) is made solely in the person's capacity as an individual member and not in the name of any Division office and (2) does not identify in any way whether the candidate or candidates on whose behalf the member is were nominated by the Division Nominating Committee, a Member Club, or an individual's petition. (Revised 10/31/2018)

III. ELECTIONS

- A. Election Day, if required, shall be held at the Biennial Meeting as set by the Division Board for between September 15th and November 30th in each odd numbered year⁸.
- B. On this day, the Division Secretary shall present the unopened returned ballot envelopes to an independent Tally Committee assigned by the Division Board to tally the votes, of at least three but not more than seven BCA members in good standing, who shall tally the votes and present the results to the Board. No candidates for office shall be members of the Tally Committee.¹² (Revised 11/23/2016)
- C. The Tally Committee shall open the envelopes, verify the Voter Authorization against the master membership list, provided by the Division Treasurer, then open and tally the ballots without documenting in any manner the identity of the Member voting.
- i. In the event a ballot is illegible and/or incorrectly completed, or if there is a question regarding the validity of a Ballot Authorization form, that envelope or ballot shall be set aside for subsequent review at the end of the tallying. Items that may indicate an incorrectly completed ballot would be, but not be limited to:
1. Too many individuals selected for offices where there are multiple candidates (Note: Too few selected candidates is not an invalid ballot.) If too many individuals are selected where there are multiple candidates, only that office affected by the incorrectly completed ballot should be considered to be invalid, not the entire ballot.
 2. Write in names for ineligible candidates (Only invalidate those offices where ineligible candidates are voted for, not the entire ballot.)
 3. Voting more than once for the same candidate for one office. This is not permitted since there is no cumulative voting, meaning a Member cannot vote more than once for the same candidate for the same office; a ballot marked as such should be counted, but with no more than one vote for any one person. (Revised 11/23/2022)

¹² BCA Division By-Laws Article IV, Section 3.h

4. No signed Voter Authorization included with the ballot.
- ii. Once the tallying of legible and correctly completed ballots is completed, the Tally Committee will review the ballots set aside and make a final determination as to their validity.
 - iii. Those determined to be valid will be tallied; those determined to be invalid will not be tallied.
- D. The person having the greater number of votes for each office shall be elected. If there is a tie for the greater number of votes for any office, then the Board, by secret ballot, shall choose one of them for each office.¹³ (Revised 11/23/2016)
- E. The Division Secretary shall announce the successful nominees upon their election, and they shall take office on January 1st of the following year. The term of office for each Division Board position shall be for two (2) years or until a successor is elected and takes office.¹⁴ (Revised 11/23/2022)
- F. The master list of Members voting and all ballots (valid and invalid) shall be retained by the Division Secretary until the second meeting of the Division Board of the following year.

IV. ELECTION PROTEST

- A. The Division Board shall be the judge of the elections, returns, and qualifications of the Members to serve on the Board or as Councilors of the Division¹⁵.
- B. Any BCA Member, in good standing, may file an election protest with the Division Secretary alleging that the provisions of the BCA Constitution & By-Laws, Divisional By-Laws, Standard Operating Procedures and/or Election Rules and Procedures have been violated in an election of Division Officers, Governors and Councilors. In order for the protest to be considered, the Member filing the protest must have been a BCA Member both at the time the election was conducted and also when the protest was filed. It is **strongly recommended** the person having the complaint and the Division Board attempt to resolve the issue before a **formal protest** is filed with the Division Secretary.
- C. Any protest of a Division election must be submitted in writing, within thirty (30) days of the alleged **election violation**, to the Division Secretary.
- D. The Division Board, or its designee, shall promptly investigate the allegations contained within the report. As part of this investigation, the Division Board will:
- i. Determine if the Complainant has properly followed Election Protest procedures.
 - ii. Interview Division Officers, Governors and Division Councilors and any persons directly involved in the challenged election specific to any alleged violations of personnel misconduct.

¹³ BCA Division By-Laws Article IV, Section 3.g

¹⁴ BCA Division By-Laws Article IV, Section 4

¹⁵ BCA Division By-Laws Article IV, Section 3.h

- iii. Review provisions of the BCA's Constitution, By-Laws, SOP's and Election Rules and Procedures against the alleged actions.
 - iv. Review election records, as necessary, such as Member eligibility, notices, ballots and tally sheets.
- E. The Division Board will, within thirty (30) days of receiving an election protest, prepare a written report of investigation presenting the investigative finding for each of the Complainant's allegations. The report shall provide a decision as to what further action, if any, is appropriate.
- i. Should the election protest be substantiated, the Division Board may determine the number of votes which may have been affected and the possible impact on election results. For example, if five ballots were not properly counted, but the winning nominee won the election by 25 votes, the Division Board would find that a violation occurred, but could not have affected the outcome of the election.
 - ii. If the Division Board determines that no violation had occurred, or a violation had occurred, but did not affect the election outcome, no further action will be taken and the protest will be closed.
 - iii. If the Division Board determines that violations did occur, which may have affected the outcome of the election, the Division Board may take any action necessary to correct the impact of the violation, up to and including, setting aside the election and ordering a new total election or a special election for the effected offices under their direct supervision.
- F. Until a final decision is issued by the Division Board, the challenged election is presumed valid and the elected persons remain in office.

V. SPECIAL ELECTIONS

Special elections for vacancies of any Officer or Governor shall be held in accordance with Article IV, Section 6 of the Divisional By-Laws.¹⁶

VI. ELECTION OF VACANT COUNCILORS

Elections to fill the vacancies of BCA Councilors shall be held in accordance with Article VII, Section 3.e of the BCA Constitution and these Rules and Procedures. The Division shall conduct the election using procedures comparable to the procedures conducted for the normal election of Officers and Governors, adjusting the schedule as necessary to accommodate a timely and equitable election.¹⁷

NOTE: For the benefit of the Divisions referencing these Division Election Rules and Procedures, a Summary Timeline has been attached hereto as Attachment "F".

¹⁶ BCA Division By-Laws Article IV, Section 6

¹⁷ BCA Constitution Article VII, Section 3.

[DIVISION LETTERHEAD/STATIONERY]

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ATTACHMENT A

SAMPLE LETTER TO MEMBER CLUB SECRETARIES

THE FOLLOWING INDIVIDUALS HAVE BEEN NOMINATED BY THE NOMINATING
COMMITTEE FOR THE OFFICES INDICATED BELOW

Officers

Councilors: (Considered One Office)

President: _____

Vice Pres. _____

Treasurer: _____

Secretary: _____

Governors: (Considered one office) _____

This is not a ballot ... The ballots will be mailed at a later date if an election is required. In accordance with Article IV, Section 3.f, "If there is only one candidate for each office, the Division Secretary shall suspend the designated election procedure and cast a single ballot without polling the entire membership."

Sincerely yours,

_____, BCA Division _____ Secretary

ATTACHMENT B

SAMPLE OFFICIAL BALLOT

**BCA DIVISION ____ BIENNIAL ELECTION
FOR TERM OF OFFICE BEGINNING [YEAR]**

OFFICIAL BALLOT

Return Deadline: [DATE]

Place an "X" next to your choice(s).

BCA Division ____ Biennial Meeting and Election to be held _____

PRESIDENT Vote for one (1)

Name 1 _____

Name 2 _____

Name 3 _____

SECRETARY Vote for one (1)

Name 1 _____

Name 2 _____

Name 3 _____

Name 4 _____

COUNCILORS – CHOOSE [NO.]

Name 1 _____

Name 2 _____

Name 3 _____

Name 4 _____

Name 5 _____

Name 6 _____

Name 7 _____

Name 8 _____

Name 9 _____

Name 10 _____

VICE PRESIDENT Vote for one (1)

Name 1 _____

Name 2 _____

Name 3 _____

TREASURER Vote for one (1)

Name 1 _____

Name 2 _____

Name 3 _____

Name 4 _____

GOVERNORS – CHOOSE [NO.]

Name 1 _____

Name 2 _____

Name 3 _____

Name 4 _____

Name 5 _____

Name 6 _____

Name 7 _____

Name 8 _____

Name 9 _____

Name 10 _____

ATTACHMENT C

SAMPLE LETTER WITH MEMBERS BALLOT

[Date]

Dear Member:

Enclosed is your Division _____ Biennial Election Ballot.

In accordance with the BCA Constitution and By-Laws and the BCA Election Rules and Procedures for conducting an election, each Member shall place his/her marked ballot in the envelope (marked BALLOT) provided and seal the envelope. Do not put anything other than the marked ballot in the BALLOT envelope. The Member will complete the required information on the Ballot Authorization Form and **LEGIBLY SIGN** where indicated and then place the ballot authorization form and the sealed ballot envelope in the pre-addressed envelope provided for mailing back to the Division Secretary. In the case of the Member Club ballots, the Member Club Secretary shall print the name of the club and sign the Ballot Authorization Form. The Secretary shall mark and place the Club ballot in the envelope (marked BALLOT) provided and seal the envelope. The Ballot Authorization Form shall then be placed with the sealed ballot envelope in the pre-addressed return envelope provided. All ballots must be returned in the pre-addressed envelope provided. You may not cast for one office more than one vote for any candidate since cumulative voting is not permitted.

Please vote carefully, as a ballot incorrectly marked or incorrectly mailed, will be discarded. (i.e. Too many individuals selected for offices where there are multiple candidates, write in names for ineligible candidates, no signed voter authorization form etc.)

The ballots must be in the hands of the Division Secretary no later than [date]. Ballots arriving after this date are not eligible to be counted. The ballots will be opened and counted by an independent committee appointed by the Division Board at the Biennial Meeting to be held on [date and time], at [location ballots to counted at]. No in-person voting, or late delivery of ballots, will be allowed on the date of the election.

[Signature]

[printed name]

BCA Division ____ Secretary

ATTACHMENT D
SAMPLE LETTER WITH MEMBER CLUB'S BALLOT

_____, Secretary
Bulldog Club of America, Division _____
[Division Secretary's Letterhead/Address]

<<Current Date>>

«First Name» «Last Name», Secretary [Name of Club]

Enclosed is your MEMBER CLUB BALLOT and BALLOT AUTHORIZATION FORM for the Division _____ Biennial Election.

Per the Election Rules and Procedures Article II.B , which provides: *Voting by member clubs shall be conducted at a legally convened meeting, either regular or special of the membership. A quorum as directed by the member club's Constitution and/or Bylaws must be present, minutes must be recorded and voting by the membership must be by secret ballot.*

In accordance with the BCA Constitution and By-Laws and the BCA Division Election Rules and Procedures for conducting an election each **Member Club Secretary (or a designated representative)** shall:

1. Mark the **Member Club Ballot** as voted on by the membership of the Member Club, place the **MEMBER CLUB BALLOT** in the envelope (marked BALLOT) provided, and seal the envelope. Do not put anything other than the marked ballot in the BALLOT envelope.
2. Complete and sign the Member Club Ballot Authorization Form for the member club.
3. Place both the completed and signed Member Club Ballot Authorization Form and the sealed Ballot Envelope in the PRE-ADDRESSED RETURN ENVELOPE provided by the Division _____ Secretary.
4. Enclose a copy of the minutes from the meeting at which the election vote was taken.
5. Mail to the Division _____ Secretary as soon as possible and before the Division Board proscribed due date. Ballots arriving after this date are not eligible to be counted.

Each BALLOT and signed MEMBER CLUB BALLOT AUTHORIZATION FORM must be returned to the Division Secretary in the pre-addressed return envelope provided.

IMPORTANT! All Ballots and Ballot Authorization Forms must be in the hands of the Division _____ Secretary by _____ (date prescribed by the Division Board in accordance with the BCA Division Election Rules & Procedures). Only Ballots received by the Division _____ Secretary by the deadline are eligible for counting. Any ballots received after _____ (date prescribed by the Division board) will not be eligible.

Note: If, because of some delay, it is necessary to expediate the delivery of your Ballot/Ballot Authorization Form to meet the deadline, please send the completed pre-addressed return envelope, as instructed above, to the following address via USPS Express mail, Federal Express, UPS or similar service. Do not copy ballot and email or FAX.

_____, Secretary
Bulldog Club of America, Division _____
Secretaries Address

Please vote carefully, as a ballot incorrectly marked or incorrectly mailed, will be discarded. (for example, too many individuals selected for offices where there are multiple candidates, write in names for ineligible candidates, no signed club ballot authorization form, etc.). You may not cast for one office more than one vote for any candidate since cumulative voting is not permitted.

The ballots will be opened and counted by an independent committee appointed by the Division Board at the Biennial Meeting to be held at a date and time and location to be proscribed by Division Board. Only the counting of ballots will be conducted; no in-person voting or late delivery of ballots is allowed at this meeting.

Signature _____
BCA Division _____ Secretary

Printed Name _____

Enclosures: Club Ballot Authorization Form, Ballot, Ballot Envelope, Pre-addressed Return Envelope
BCA Division Election Rules and Procedures – Version F Council Approved Nov. 2022

ATTACHMENT E
SAMPLE MEMBERSHIP/MEMBER CLUB RECORD
AND VOTE AUTHORIZATION

BULLDOG CLUB OF AMERICA DIVISION []
BALLOT AUTHORIZATION FORM

(Must be SIGNED, DATED and ENCLOSED in the pre-addressed return envelope)

I certify that I/we am/are a Member in good standing of the Bulldog Club of America, Division [] as of the date indicated below and eligible to vote in the Division election.

[Name of Member/Member Club]

[Address (Member or Member Club Secretary)]

[Phone Number] (Member or Member Club Secretary)

[email address (if available)]

Signature of Member or Member Club Secretary

Date:

NOTE: Name, address and signature must be provided above for the ballot to be valid and counted.

NOTE: Do not put this BALLOT AUTHORIZATION FORM in the Ballot envelope. Enclose it separately in the return envelope.

ATTACHMENT F

TIMELINE

(Revised 11/23/2022)

ITEM

TIMELINE

- 
- Determination of number of Division Councilors to be elected based upon Information received from the National Treasurer. (Division Treasurer) **On or before January 31**
 - Nominating Committee Meeting to nominate Slate of Division Officers, Governors, and Councilors - (Division Board) **February, March, or April**
 - Notification to Member Clubs of Nominating Committee's Nominees: (Division Secretary) **No later than 15 days after Nominating Committee Meeting (Recommend before May 15th)**
 - Receipt of Member Clubs additional nominations, if any. (Division Secretary) **Not later July 15th (Recommend allowing Member Clubs at least 45 days)**
 - Notification that an Election Is Necessary. (Division Secretary) **Promptly upon determination but on or before July 31st**
 - Notification to Members and Member Clubs of Election Date with Ballots (Division Secretary) **At least 45 days prior to election**
 - Receipt of Ballots (Division Secretary) **Recommend Five Days Prior to Election Day**
 - Election Day, if Required, or Board Action if no additional Nominees (Division Board) **Between Sept.15th – Nov.30th**
 - Receipt of Election Protests (Division Secretary) **Within 30 days of Alleged Violation**