Appendix VIII



Education Sables

Elections Manual

This document is contained in the Sables Policies and Procedures and was approved by the Sables Governing Board June 20, 2017

Education Sables Election Policies and Timeline

The nominations process was changed in 2012 to a petition process for election of Sables officers, directors, and electors at large. District electors submit a candidate application and are elected by voters in a district. The following outlines the petition and voting processes and procedures.

Elections Committee Responsibilities

- Annually establish the election timeline
- Annually publish an elections process timeline in the Safari Times and Sables Enews
- Annually review election and candidate documents for updates and revisions
- Present updated documents, policies and procedures to the Governing Board & Steering Committee for approval
- Recruit candidates
- Ensure the correct candidate filings documents are provided to candidates
- Review and determine eligibility of candidates submitting petitions and other candidate documents
- Oversee the voting process: mail-in ballots, online voting and voting on election day
- Designate ballot counters for election day
- Announce election results
- Committee Chair is responsible for administering the oath of office on election day

Elections Timeline Steps

- Election day is the Friday before the May SCI Board meeting
- 60 calendar days prior to election day petitions and candidate forms must be submitted to the Director of Education
- Online voting dates are determined to be the period of 9 days before election day and end 2 days before the election day
- Mail in ballots must be postmarked on the 10th day before election day
- District electors must be certified 7 weeks prior to election day
- District elections end 8 weeks from election day
- Candidates for district elector must file candidate form no later than 12 weeks from election day
- At 16 weeks from election day a notice is sent to Sables Reps announcing district elections process and filings procedures
- Candidate Questionnaire approved by the Elections Committee will be sent to electors no later than April 15.
- Election process and timeline is annually published in September and/or October Safari Times and in Sables Fall enews.
- Announcement of election process and timeline will be published in Sable Rep email newsletters

Candidate Forms & Documents

Officer, Directors, and Electors At Large

- Elections Requirements
- Candidate Form
- Single Document Petition
- Nomination by petition form
- Candidate Questionnaire

District Electors

- Sables District Electors by Region Map
- District Elector Candidate Application
- Approved Sample ballot and letter to Sables Reps

Sables District Elector Guidelines

Purpose: Increasing the number of electors eligible to cast votes in election of officers and directors of the Education Sables Governing Board.

District Electors Elections Process:

- Chapters elect or appoint a Sables/SCI member to be the Chapter Sables Committee Representative
- One Chapter Sables Rep from within each of the five (5) Education Sables districts will be elected as a District Elector each year
- Each District Elector holds one vote and will cast their district vote in May during the National Education Sables Governing Board election. Officers and Directors are elected by all Sables Electors.
- Restriction of Voting Rights. Voting by proxy and/or accumulative voting shall not be allowed.
- A Sables District Elector is elected to a one year term
- All District Elector ballots are tallied in the Tucson office and the result are forwarded to Sables Elections Committee and Chapter Sables Committees Rep

District Electors by Region:

- Eastern, Central, Mountain, Pacific and Canada

Voting for Education Sables Officers and Directors:

- Sables District Electors shall cast their vote in the May Education Sables Governing Board elections via online voting, by mail in ballot or in person at the May Board meeting location. Each ballot is considered a secret ballot. Online votes require a username and password to access online balloting. Mail in ballots must be signed, dated and post marked by the designated date.

Elections Timeline:

- Timeline established each year by the Elections Committee

Communication:

- Sables President and the Sables Committee Chairs must inform and invite Sables District Electors to attend conference calls. Sables District Electors will be included in emails regarding committee business and decisions to keep them informed of all current affairs.
- Sables District Electors names will be added to the master email list in Tucson Office.
- **Sables District Electors have no vote in Sables Governing Board and Steering Committee motions.**

Draft revisions 03/23/2013 MLW/SH
Approved by the Sables Governing Board on June 20, 2017

Election Requirements

Eligibility

- A member in good standing
- Been a member for at least three years

Petition Signatures: Each petition requires signature from four (4) Sables Governing Board and Steering Committee Members and five (5) Sables members

- President; not less than 9 signatures;
  - Must be a SCI and Sables member
  - Must have served on the Sables Steering Committee
  - Must have served on the Sables Governing Board
- Vice President; not less than 9 signatures;
  - Must be a SCI and Sables member
  - Must have served on the Sables Steering Committee
  - Must have served on the Sables Governing Board
- Treasurer; not less than 9 signatures;
  - Must be a SCI and Sables member
  - Must have served on the Sables Steering Committee
- Secretary; not less than 9 signatures;
  - Must be a SCI and Sables member
  - Must have served on the Sables Steering Committee
- Director; not less than 9 signatures;
  - Must be a SCI and Sables member
  - Must have served on the Sables Steering Committee, Education Sables Committee or Education Sables Sub-Committee
  - Candidates with SCI Committee involvement experience
- Alternate Director; not less than 9 signatures
  - Must be a SCI and Sables member
  - Must have served on the Sables Steering Committee, Education Sables Committee or Education Sables Sub-Committee
  - Candidates with Sables Elector Experience
- Electors –At-Large; not less than 9 signatures
  - Must be SCI and Sables member

In reviewing candidate petitions and eligibility the Sables Elections Committee is authorized to consider eligibility requirements to also include other service within SCI/SCIF volunteer service as a way to allow for broader inclusion in Education Sables election.

COLLECTION OF SIGNATURES

Use one or both of the following options below to collect the appropriate numbers of signatures for the office that you are running for:

Option 1:

1) Complete and personalize the Individual Petition for Education Sables Board nomination form.
2) E-mail or fax to eligible Education Sables members who you would like to sign your petition.
3) Have the signed Individual Petition Education Sables Board Nomination forms emailed, faxed or mailed back to you.
4) Once you have collected the required number of signatures for you petition, forward all petition forms and all documentation as stated under "Required Forms, Etc." below to:

Director of Education
Safari Club International
4800 West Gates Pass Rd
Tucson, AZ 85745
Sables Email Address dedicated only for election process purposes
FAX: 520-618-3538

Option 2: (Single Document Multiple Signature form)

1) Complete and personalize the Single Document Multiple Petition form.
2) Collect the eligible Education Sables members signatures required for your petition on this one document.
3) When completed, forward the petition form and all documentation as state under "Required Forms, Etc." to the address above.

REQUIRED FORMS, ETC.

- ☐ Current Year Candidate's Form, signed
- ☐ The Declaration of Ethical Standards, Duties of Loyalty and Conflicts of Interest, signed
- ☐ Disclosure Statement, signed
- ☐ SCI/SCIF Policy Regarding Staff and Volunteers, signed
- ☐ Type (such as life, annual and three year) and length of SCI and Education Sables membership
- ☐ SCI and Education Sables activities, including offices held and dates of office holdings, at both chapter and national or international level, committee memberships, including committee chair, vice-chair and sub-chair positions, and other SCI or SCIF activities
- ☐ A photo (passport, wallet, etc.) to be published prior to the election
- ☐ Any other information deemed relevant by the candidate, not to exceed 600 words

DEADLINES

- ☐ Petitions must be filed with Director of Education at SCI Headquarters by 60 days prior to the election.
- ☐ All documentation under "Required Forms, Etc. " above must be postmarked and filed with the Director of Education at SCI Headquarters 60 days prior to the election.

Revised February 28, 2013 SH/Elections Committee
Approved by the Sables Governing Board June 20, 2017

EDUCATION SABLES
20xx-20xx Candidate's Form

Name of Candidate: _____ **Member ID #:** _____

Are you a member in good standing? ❑ YES ❑ NO

Length of Education Sables Membership: _____ **Membership Type:** _____

Your Chapter Affiliation (if any): _____

Present Position on Education Sables board (if any): _____

Candidate for:

☐ President	☐ Vice President
☐ Secretary	☐ Treasurer
☐ Director	☐ Alternate Director
☐ Elector At Large	☐

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1. **A photo (passport, wallet, etc.)** ☐
2. **A list of SCI and Sables Activities:** Activities include offices and dates held, both chapter and national level and committee memberships and chairs/vice chairs of committees. ☐
3. **A personal profile (not to exceed 50 words for Safari Times or 600 words for the internet)** ☐
4. **Declaration of Ethical Standards signed and dated by candidate*** ☐
5. **Disclosure Statement signed and dated by candidate*** ☐
6. **SCI Policy Regarding Staff and Volunteers signed and dated by candidate*** ☐

* **Forms for 4,5,and 6 can be obtained by calling Education Sables office at 520-620-1220 ext.231** ☐

7. **Signed Petitions: all petitions must be filed with the Director of Education at SCI Headquarters by 60 days prior to the election.** ☐

This form may be submitted by the candidate or another person nominating the candidate and the candidate is agreeable to serve in the nominated position.

Submitted by: _____

Date: _____

03/23/2013 sh/mlw
Approved by the Sables Governing Board June 20, 2017

SCIF SABLES™
FIRST FOR EDUCATION

Education Sables Governing Board Candidate Questionnaire

Candidate Name: _____ Office Seeking: _____

Contact Information: _____ _____ _____ _____
Street Address City State Zip Code

Phone # _____ Email Address _____

Please provide SCI, Chapter, SCIF and SCIF Sables background relative to the position you are seeking:

Please respond in writing to the following questions. Please provide detailed answers. This document is not locked and your answers can be typed in.

1. What interests you about Sables and SCIF that moves you to volunteer your time?

2. What skills, training, resources and expertise do you feel you have to offer for the position you are running for?

3. What are your objectives or goals for joining Sables Board?

4. What do you believe should be the main objectives or goals of the Sables Board?

5. If you **previously** served as a Sables Board member please answer the following;

   a. What do you feel were some of your greatest contributions?

   b. What do you feel are Sables greatest challenges?

   c. What would you do to overcome these challenges?

6. Sables Mission Statement; to further the understanding of our outdoor heritage, including the positive role of hunting, through the creation and support of wildlife and conservation educational programs that are consistent with the educational mission and purposes of SCI and SCIF

   a. Do you feel Sables have promoted their mission over the years, why or why not?

SINGLE DOCUMENT PETITION

We, the Undersigned, Do Hereby Nominate By Petition

Name: _____ **for the Office of**

_____

Deadline: Petition must be postmarked by XXXX, 201 **

Print Name	Signature	Board Position	Date
		Governing Board/Steering Committee Member	
		Governing Board/Steering Committee Member	
		Governing Board/Steering Committee Member	
		Governing Board/Steering Committee Member	
		Sables Member	
		Sables Member	
		Sables Member	
		Sables Member	
		Sables Member	

** Deadline: No petitions will be accepted past the Deadline date.

Individual Petition for Education Sables Officers, Directors, Alternate Director and Electors at Large Current Election Year

Name:_____ for Office of _____

I nominate by petition this candidate for the office listed above per the Education Sables Canons.

_____
Signature

_____
Print Name

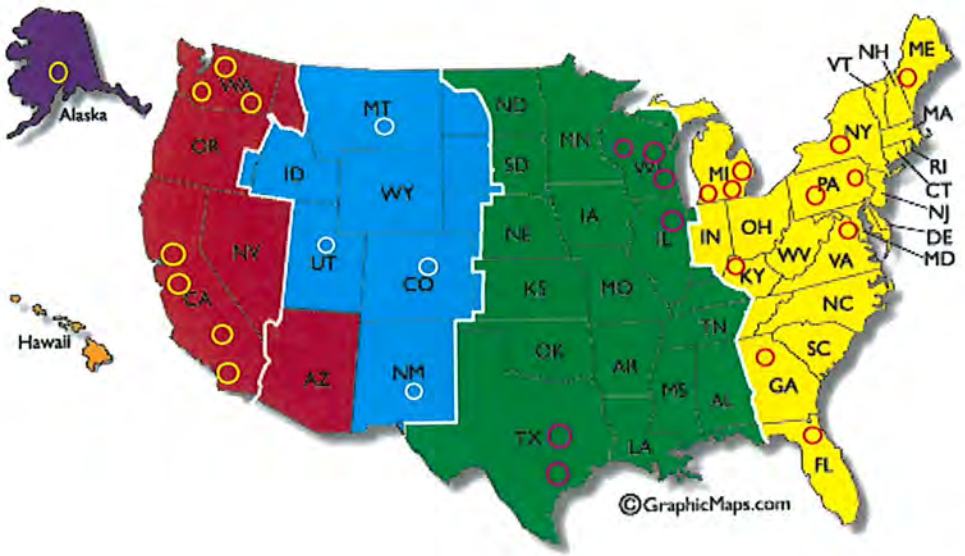
Current Elector Position: Select one

- ☐ Sables Governing Board/Steering Committee member
- ☐ Sables member

_____
Date
Deadline: Petition must be postmarked by _____ 20-xx Petitions will not be accepted after the Deadline date.
Return To: Candidate contact Information

Sables District Electors by Region

One Rep elected from each region to a Sables District Elector position. This position is elected each year. Each Sables District Elector will hold one vote from their region.



U.S. Regions: Western, Mountain, Central, Eastern

Western **Mountain** **Central** **Eastern**

Update this list of Sables Rep in each district. List them by region

Sables Electors: List current electors by region

Western **Mountain** **Central** **Eastern** **Canada**

District Elector Candidate Application

Name of Candidate:_____

Sables Member ID #:_____

SCI Member ID #: _____

Chapter Affiliation: _____

District Elector Region :_____**(Eastern, Central, Mountain, Pacific or Canadian)**

Address: _____

_____

_____

Email Address:_____

Telephone # _____

Cell Number _____

This form may be submitted by the candidate or another person nominating the candidate and the candidate is agreeable to serve in the nominated position.

This form must be faxed or postmarked and filed in the Director of Education office at SCI Headquarters not later than February 08, 2013.

Director of Education
Safari Club International
4800 W. Gates Pass Road
Tucson, AZ 85745
Fax: 520-618-3538

Submitted by:

_____

Date: _____

I hereby confirm the above applicant is the current Chapter Sables Representative for our chapter.

Signature of Chapter President or Chapter Board Member:

_____

Print Name: _____

Date

Dear **SAMPLE**

This letter is coming to you as a notice about Education Sables elections process. Recently, the Education Sables general membership adopted a new provision to the Canons that expands the number of electors eligible to vote for officers and directors of the Education Sables Governing Board.

Chapter Sables Committee Representatives now have voting authority in the election of an elector from one of five election districts. Four district boundaries are the time zones in the U. S. Canada has a separate election district.

You are located in the _____ Election District and are eligible to cast a vote for an elector from that district. One person submitted her/his name as a candidate for this elector position. Please complete the enclosed ballot and return it in the stamped envelope. This is considered a secret ballot. Your vote will not be shared outside the ballot counting process.

On April 13 all district electors will be certified and are eligible to cast a vote for Education Sables Governing Board officers and directors in the May 2012 election.

If you have questions about the elections process, please contact me.

Sincerely,

Dan Brooks
Director of Education
4800 West Gates Pass Rd
Tucson, AZ 85745
520-345-9521 Cell
dbrooks@safariclub.org

Ballot: Education Sables Elector
District:

Candidate: Select One

_____
Candidate Name

_____
Date Signed

_____
Signature

Please return in the enclosed stamped envelope with the address below.

SCIF Sables Elections
Dan Brooks
Director of Education
4800 West Gates Pass Rd
Tucson, AZ 85745
520-345-9521 Cell

OATH OF OFFICE

Do you solemnly swear that you will support and promote SCIF Education Sables, Safari Club and the Canons, principles, purposes, objectives and programs to the best of your ability, including its dedication to:

Preserving the rights of hunters;

Educating the public concerning sport hunting and wildlife conservation education;

Supporting scientific wildlife management practices for enhancement of game species and populations;

Promoting safe, legal and ethical hunting;

And that you will, well and faithfully discharge the duties of your office, for the benefit and welfare of the members of SCIF Education Sables and SCI, so help you God?"