

# JAPANESE AMERICAN CITIZENS LEAGUE

## NOMINATION AND ELECTION GUIDELINES

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**I. ROLE OF THE NATIONAL JACL NOMINATIONS COMMITTEE.** The National Nominations Committee will seek candidates to run for national JACL offices, monitor the election campaigns and conduct the election process before and during the National Convention. The Committee will aggressively seek individuals to become candidates for national JACL offices by working with the membership, chapters and district councils to identify and encourage the candidacy of qualified individuals. The Committee representatives will also rely on their personal network of leaders to identify and encourage qualified individuals to run for the national JACL offices.

The elective national JACL offices are as follows: President, Vice President of General Operations, Vice President for Public Affairs, Vice President for Planning and Development, Vice President for One Thousand Club, Membership and Services, Secretary/Treasurer and Chairperson and Youth/Student Representative of the National Youth/Student Council.

**II. COMPOSITION OF THE NATIONAL NOMINATIONS COMMITTEE.** The Committee shall consist of a Chairperson appointed by the National JACL President, one (1) member of the National Youth/Student Council, and one (1) representative from each of the District Councils to be appointed by the President upon recommendation of the respective District Councils (Ref: JACL Bylaws, Article VIII, Section 1, a).

### III. RESPONSIBILITIES

**A.** Each National Nominations Committee representative must be present at the National Convention and not a candidate for a national office. If an appointed Committee representative is unable to attend the National Convention the Governor of the particular district council and in the case of the National Youth/Student Council the Chairperson may recommend a substitute to be appointed by the National President. The National Nominations Committee Chairperson shall be the presiding officer of the Committee (Ref: JACL Bylaws, Article VIII, Section 1, a).

**B.** The National Nominations Committee representatives must not campaign in any way for a candidate and will result in removal from the Committee if so committed. A Committee representative may also be a voting delegate at the Convention but must observe the no campaigning rule.

**C.** The National Nominations Committee will accept the completed Candidate Application Form for National JACL Office from the candidates beginning January 1<sup>st</sup> of the convention year and ending ninety (90) days prior to the opening of the National Convention. The Committee will review each of the forms for its compliance with these Guidelines and will publish the names of all qualified candidates and notify the National JACL Board, each District Council, Chapters and each candidate (Ref: JACL Bylaws, Article VIII, Section 1, b).

**D.** The National Nominations Committee will meet the day before the National Council first convenes at the National Convention to prepare the slate of candidates for the national JACL offices for presentation to the Council. In making up the slate for presentation the Committee may name a candidate for an office other than that for which submitted provided the candidate consents. (Ref: JACL Bylaws, Article VIII, Section 1, e).

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E. The National Nominations Committee will next meet with the candidates and their campaign managers to explain the National JACL Nomination and Election Guideline and for any further discussion pertaining to the election process.

F. The National Nominations Committee will issue to the National JACL Board, Convention Delegates and national JACL office candidates the Addendum to the Nomination and Election Guidelines listing the dates, times and places of the Committee's activities. This will also be posted in public places of the convention venue.

#### IV. CAMPAIGN GUIDELINES FOR CANDIDATES

##### A. Endorsements

1. Advance endorsements may be sought by a candidate realizing that it is the official delegate's right to decide whether or not to do so. Also, the official delegate has the right to change their prior endorsement based on information received.

2. No individual's name may be used as an endorsement without their explicit permission.

3. The use of titles, i.e., Past National President, National Vice President, District Council Governor, Chapter President, etc., may not be used by an individual or a candidate in an endorsement.

##### B. Campaign Expenses

1. Candidates who file their Candidate Application Form for National JACL Office by the deadline date are allowed to spend up to \$1,000 for their direct and indirect campaign expenses. Such expenses may include but are not limited to campaign literature, buttons, banners, hospitality receptions, telephone, mailing expenses and paid advertisements in the Pacific Citizen. The \$1,000 limit will be enforced by the honor system.

2. The campaign expenditure for candidates who file on time are also applicable to those candidates who file after the filing deadline date except that they are allowed a maximum of \$500 to spend. Please note the candidate who files after the deadline date must first have their Candidate Application Form for National JACL Office reviewed and accepted by the National Nominations Committee. If any exceptions to the campaign expenditure policy are submitted it will be up to the Committee to approve or disapprove such requests.

#### V. PACIFIC CITIZEN

A. All present National JACL officers and national JACL committee chairs shall refrain from submitting articles to the Pacific Citizen which endorse or support a specific candidate.

B. Pacific Citizen shall not run free ads or articles for or by candidates. Pre-convention coverage of candidates by the Pacific Citizen will be limited to those individuals accepted by the National Nominations Committee. The Committee will officially issue press releases, candidates' platform statements and articles on candidates for national office. Candidates' paid ads shall be within the bounds of the total spending limit.

## VI. NOMINATION AND ELECTION AT THE NATIONAL CONVENTION

A. Candidates for the national JACL offices must attend in person the National Convention. This includes participation in the nominations process at the first National Council business session, nomination acceptance, candidates' forum and district council caucuses.

B. Any candidate for the National Youth/Student Council offices must meet the criteria set forth in the Youth/Student Bylaws.

C. The filing for the national JACL offices opens on January 1<sup>st</sup> of the convention year and closes ninety (90) days prior to the convention. All candidates must first complete and file the Candidate Application Form for National JACL Office that will subsequently be reviewed towards acceptance by the National Nominations Committee.

D. Candidates who file after the filing date must complete the Candidate Application Form for National JACL Office and secure signatures of the Chapter Presidents or the Chapter Delegate from a majority of the Chapters in their District Council. It will then be reviewed by the National Nominations Committee. If accepted the application will be taken from the floor and all the names of the candidates for national JACL office will be announced at the first National Council meeting. The Council may vote to close nominations after time for such additional nominations has been provided (Ref: JACL Bylaws, Article VIII., Section 1, c).

E. In the case of a late filing candidate for the National Youth/Student Council positions the application form may be signed by the Chairperson, Representative or their official proxy holder of the National Youth/Student Council. It must then be reviewed by the National Nominations Committee before the application is accepted from the floor (Ref. JACL Bylaws, Article VIII, Section 1, c).

F. A total of five (5) minutes will be allotted to each candidate for their nominating, seconding and acceptance speeches.

G. The election date, time and polling place will be designated by the National Council in the National Convention agenda. It will be announced before the first Council meeting, included in the Addendum to the Nomination and Election Guidelines and posted in public places of the convention venue.

H. A candidate must receive a majority vote of the delegates voting in a quorum to be elected. If there are more than three candidates for an office with no majority, the top two vote getters will be placed in a run-off election. If there is a tie in the run-off, voting will continue until there is a winner with a majority vote. A candidate running unopposed who does not receive a majority vote will not be eligible for that office. In this situation the National President-elect will have the authority to appoint a JACL member to that vacant office.

I. The term of office is for two (2) years and a candidate can be nominated for a second full consecutive term in a given office. The same individual may thereafter also run again for a different office if they so choose.

**VII. CANDIDATES' FORUM.** The National Nominations Committee will be responsible for the Candidates' Forum. The Committee will develop a format and have a set of questions to ask each candidate. There will also be an open question and answer period from the audience.

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**VIII. THE DISTRICT CAUCUS.** The National Nominations Committee will schedule a time for all candidates to meet and speak individually before each district council. The District Council Governors will hold and conduct these meetings.

#### **IX. VOTING PROCEDURES**

**A. Voting delegates will report to the polling place at a time and date adopted by the National Council in the National Convention agenda.**

**B. The Credentials Committee shall provide the National Nominations Committee with a complete list of the official voting delegates and authorized proxy holders by name, Chapter and District Council by midnight before the day of the election.**

**C. Upon reporting to the polling place the official Chapter voting delegate will be verified by a National Nominations Committee representative from the official listing of voting delegates. A nametag issued to all conventioners may serve for ID purposes.**

**D. Each Chapter and District Youth/Student Council Representative in good standing, as determined by the Credentials Committee, is entitled to one (1) vote and shall receive two (2) ballots to be divided among its respective official delegates, with each ballot counted as one-half (1/2) vote. Constitution Article VII, Section 1. A chapter may authorize an active member to vote by proxy as set forth in Bylaws, Article V, Section 4, provided, however, that no active member shall hold more than three proxies. Accordingly, an official chapter or youth/student delegate holding three (3) proxies may hold and cast up to four (4) votes or eight (8) ballots**

**E. Only National Nominations Committee representatives and official voting delegates shall be allowed in the polling place.**

**F. Campaigning, campaign literature and visible campaign badges and buttons will not be allowed in the polling place.**

**G. Ballots will list the names of candidates in alphabetical order for each national JACL office.**

**H. After voting the delegates will deposit their ballots into the official ballot box provided and immediately leave the premises.**

**I. When the election is closed only the National Nominations Committee representatives will be authorized to remain in the polling place to tally the votes.**

**J. In the case of a run-off the National Nominations Committee will prepare a new set of ballots and re-open the polling place for a run-off voting.**

K. The National Nominations Committee Chairperson will announce the election results at the last business session of the National Council. The results of the election will then be posted in the public places of the convention venue. Thereafter, absent any challenge to the election process, the ballots and the completed Candidate Application Form for National JACL Office will be destroyed.

L. The newly elected national JACL officers shall immediately assume their official duties after being administered the oath of office.

NOTE: Guidelines revision completed on February 10, 2008, by the 2008 National JACL Nominations Committee.