



**The Liberian Association of Michigan
(Referred to as "The Association")
Election Policy & Procedures**

Elections Commission Composition

The Elections Commission of the Liberian Association of Michigan (hereafter referred to as The Commission) shall consist of a chairperson, a vice chairperson, a secretary and two other members. All officers and members of the Elections Commission shall be appointed by the President of the Liberian Association of Michigan with approval of the Executive Committee. The President of LAM shall have the right and power to remove and/or replace any member of the Elections Commission, as long as it is done with the approval of the Executive Committee.

Elections Guidelines

The Elections Commission shall operate within the framework of the Constitution & By Laws of The Association. The Commission shall be responsible to organize and administer all elections for officers and board members in accordance with the Constitution & By Laws of The Association.

Responsibilities and duties of the Elections Commission

The Commission shall be responsible to:

- Organize, set and announce the schedule for all elections;
- Set and communicate the required non-refundable application fees for all candidates;
- Solicit, receive, and confirm the applications of duly qualified candidates for office;
- Work with the Board of Directors to confirm candidates for the office of Treasurer;
- Set timetable for voter registration and community-wide pre-election debates;
- Certify two official representatives of presidential/vice presidential candidates and one representative for each remaining candidate to observe the elections by sitting on the Electoral Panel on Election Day; and
- Conduct, certify and announce election results.

The Electoral Observation Panel

The Electoral Observation Panel shall consist of the official representatives of candidates for office. The Panel shall have the responsibility of observing the electoral process on Election Day (from start to finish) and verifying that only duly qualified members of The Association shall receive and cast ballots in the elections to which it is assigned. The Panel shall not conduct elections. It shall verify that voters are duly qualified to vote before they vote, and shall observe the actual counting of the ballots before the results are announced by The Commission. The panel shall consist of representatives who are legal residents of the State of Michigan and are current in their membership dues to The Association at least two weeks prior to the date of the elections to which they are assigned. At the completion of the ballot-counting process, each Electoral Panel member shall sign the election results before they are announced. Signing the results is a courtesy, not mandatory. If any panelist refuses to sign, the results will be considered valid as long as the Election Commission has certified them.

Elected Positions of the Liberian association of Michigan

Unless the constitution calls for additional elected positions, the following positions shall be those for which The Election Commission is responsible:

1. President
2. Vice president
3. Secretary General
4. Treasurer
5. Parliamentarian
6. Chaplain
7. Board of Directors

Except for the president and vice president who shall run on one ticket as a team, all other officers shall be elected on separate tickets. No member of The Elections Commission or Electoral Observation Panel shall be a candidate for any position within The Association. Members of the Elections Commission and Electoral Observation Panel are eligible to vote during all elections, but shall remain impartial while serving on The Commission or while observing the election process on day of election.

Qualification of candidates for elected positions

Candidates for elected positions must:

1. Reside in the State of Michigan for two years prior to submitting an application.
2. Be duly registered and active members of the Liberian Association of Michigan.
3. Be current or up to date in their dues to the Association
4. Be of age 18 or older
5. Submit an application to the Elections Commission within the time frame set by the Elections Commissions.

The Commission shall notify candidates of their approval or disqualification to contest in an election in a timely manner. The Commission shall state, in writing, reasons for disqualification based on the Constitution & By Laws or the Election Policy.

Voter Eligibility

To vote in any general or special election of The Association, a person must meet all of the requirements stated below:

1. Be a registered member of The Association
2. Be a resident of the State of Michigan (have a valid State of Michigan photo identification card), and
3. Be current in membership dues.

Michigan-based foreign students who are current in their membership dues but do not have a State of Michigan-issued I.D. Card will be required to present a valid school-issued pictorial I.D. Card on Election Day in order to be eligible to vote. The Commission will decide the validity of identification cards based on this Policy. Picture I.D. Card must match name and address on final voter registration list. All members whose names appear on the Final Voter Registration List (approved by the Treasurer and submitted to the chairperson of The Commission) shall be eligible and qualified to vote on Election Day. The Final Voter Registration List shall have the names of all members who have met the voter eligibility requirements under The Constitution & By Laws and under this Elections Policy. It shall be prepared and signed by the Treasurer and submitted to the Chairperson of the Elections Commission no later than 24 hours prior to the elections. Any person whose name does not appear on the Final Voter Registration List (either because of misspelled names, inadvertent omission, or failure to meet eligibility requirements) must present a Confirmation Slip (signed and dated by the Treasurer) indicating eligibility and qualification to vote.

Voting

All elections of the Liberian Association of Michigan shall be done by secret ballot. Persons who do not know how to read and write will be allowed, upon their own request to The Commission, to have a person of their own choice assist them in voting. But the person assisting must be an eligible voter in such elections. Additionally, eligible and qualified voters who cannot be physically present to cast their votes shall have the right to vote Absentee Ballot. Such eligible members shall request their Absentee Ballots directly from the Chairperson of The Commission at least two weeks and not more than three weeks prior to Election Day. Absentee Ballots must be sealed in an envelope, signed by the voter, and postmarked at least one week prior to Election Day.

Ballots

Names on ballots shall be listed in alphabetical order by position. Except for Absentee Ballots, all ballots shall be cast on Election Day in the location of the Vote and in the presence of The Commission and The Electoral Panel.

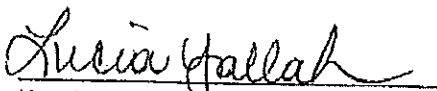
Counting of Ballots and Election Results Announcement

Ballots shall be counted immediately after the polls have closed. Ballots shall be counted in a secured place by members of the Elections Commission in the presence and full view of member of the Electoral Panel. Although Electoral Panel members shall not count ballots, they shall be allowed to see the ballots as they are counted. If there is uncertainty as to the choice made on any ballot for a given position, the Commission Chairpersons shall request the members of the Electoral Panel to decide whether and how such ballot should be counted.

Challenges

All challenges and complaints regarding the conduct of the elections, including the counting of the ballots, shall be submitted to the Elections Commission immediately or no later than 24 hours from the close of elections. Challenges and complaints must be in writing and specific as to constitutional or policy violations. Such alleged violations must be specified along with the constitutional or policy provision that is alleged to have been violated. Personal opinions and judgments shall not be considered as valid challenges or complaints and will be dismissed by The Commission. It is important that candidates recognize and honor the constitutional will of the members of The Association in any election. Therefore, members of the Electoral Panel must observe everything during the election process and clarify their questions before the election results are announced. Complaints made against members of the elections commission shall be channeled to the Committee on Bereavement, Ethics and Counseling (chaired by the Chaplain). The Committee shall deal with such complaints within two weeks at the most.

Sign:



Hon. Lucia T. Yallah
Chair, Election Commission
Liberian Association of Michigan (LAM)

Date:

