



DEPARTMENT OF WEST VIRGINIA
MARINE CORPS LEAGUE

2018 GUIDEBOOK FOR DETACHMENT
NOMINATING AND ELECTION COMMITTEES

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1. PURPOSE:

This guidebook for the Detachment Nominating Committee and Detachment Election Committee was developed by Past Department of WV Commandants to provide guidance and structure to the Detachment Nomination and Election of Officers process. This guidebook was fabricated and prepared from multiple sources including Marine Corps League National Bylaws and Administrative Procedures, Department of West Virginia Bylaws and Administrative Procedures and Guidebook for Detachment Officers. **Please refer to your Detachment Bylaws if applicable for eligibility and term limits of elected Detachment Officers.**

2. FORMATION OF THE DETACHMENT NOMINATING COMMITTEE:

The Detachment Nominating Committee will form in January of each year.
The Nominating Committee shall consist of a minimum of three (3) members.
The Detachment Senior Vice Commandant shall be the chairman of the committee.
The Detachment Commandant with the advice and consent of the Detachment Board of Trustees shall appoint the two (2) remaining members. The Detachment Judge Advocate is the Detachment Professional Development Training Chairman and it is advised that the Detachment JA be appointed to this committee for training purposes.

3. DUTIES: OF THE DETACHMENT NOMINATING COMMITTEE:

The Detachment Nominating Committee shall offer Professional Development Training to perspective Detachment Officers prior to Detachment Elections and present to the Detachment membership a proposed slate of elective officers for the ensuing year on the day of Detachment Elections.

The Nominating Committee should strive to find the best members for the job. You are looking for motivated individuals that are active in the detachment. It is imperative that they have personal time to donate to the detachment. They will need to possess basic administrative and computer skills as email and downloading information from the Department and National HQ will be required.

You are not looking for an individual that wants to take an office just for the title and prestige of holding that office. You want the T.E.A.M concept to be utilized. Officers that can work together as a team to accomplish detachment goals. **TOGETHER EVERYONE ACHIEVES MORE!**

4. DETACHMENT NOMINATING COMMITTEE ANNOUNCEMENTS

The Detachment Commandant will announce in the Detachment regular business meeting in January, that the Nominations Committee has been formed and present the names of committee members appointed.

NOTE: SUGGEST VERIFYING AND PRINTING OUT THE FOLLOWING ANNOUNCEMENTS TO IMPLEMENT INFORMATION INTO THE MEMBERSHIP.

The National Bylaws specify that at least four members must be elected as Officers and that (only) elected Officers constitute a Board of Trustees. The outgoing Detachment Commandant or a Past Detachment Commandant will be appointed to serve a one-year term as a member of the Board of Trustees.

Each nominee shall be a regular member in good standing actively involved in the Detachment at the time of his or her nomination.

Announce eligibility and term limit requirements for elected detachment officers as per your Detachment Bylaws or as per the Dept. of WV Bylaws if Detachment Bylaws are not applicable.

Nominations, other than those recommended by the Nominating Committee, shall be accepted from the floor. Each nomination for an elective Detachment Office shall be made from the floor the day on which the elections are to be held.

All nominees must be physically present on the floor when elections are conducted.

Any Regular Member interested in serving in an elected position, please contact any member of the Nomination Committee.

NOTE: REFERENCE DEPT. OF WV BYLAWS AND ADMINISTRATIVE PROCEDURES SECTION 109 – NOMINATIONS BL 1-3 AND ARTICLE FIVE ELIGIBILITY AND TERM LIMITS BL 5-1.

5. DETACHMENT OFFICER TRAINING

It is highly recommended that perspective Detachment Officers familiarize themselves with the following information prior to the elections:

1. MCL National Bylaws and Administrative Procedures
2. MCL Department of West Virginia Bylaws and Administrative Procedures
3. Detachment Bylaws and Administrative Procedures

4. MCL National Guidebook for Detachment Officers
5. National Professional Development Program – via online @ mclnational.org
6. Dept. of WV Guidebook for Detachments training disc.
7. MCL Ritual
8. Robert’s Rules of Order

The Detachment PDT Chairman (Judge Advocate) will have an ongoing officer training program to ensure that every current or prospective officer has a working knowledge of the materials listed above. Every officer must be well versed in the duties of all other officers within the detachment, so they can take over and fulfill these duties as necessary.

THE DEPT. OF WV MCL STANDS READY TO ASSIST YOUR DETACHMENT JA WITH TRAINING MATERIALS IF NEEDED.

Each officer is to take possession of those materials previously in the possession of the officer they replace, and they will turn over all materials in their possession to their successor. Ensure that the current slate of Officers have their Detachment materials ready to hand over to their successor on the day of the Detachment Elections.

Suggested materials to place in a Detachment Officers binder:

- MCL National Bylaws and Administrative Procedures
- MCL Department of West Virginia Bylaws and Administrative Procedures
- Detachment Bylaws and Administrative Procedures
- MCL National Guidebook for Detachment Officers
- MCL Ritual
- Copy of Detachment Charter
- Copy of the Detachment Business License
- Copy of current Detachment Roster from National HQ
- Copy of Department and Detachment Directory’s
- Meeting Minutes from the previous year
- Letter of encouragement and advise from the previous Officer.
- Signed and dated Inventory list of materials handed over

6. FORMATION OF THE DETACHMENT ELECTION COMMITTEE

As per National Bylaws, each Detachment shall hold an **ANNUAL ELECTION** of Officers between September 1 and May 15

All elections shall be conducted and supervised by an Election Committee composed of one (1) Judge and two Tellers. The Detachment Commandant shall appoint the Election Committee. He/she will select two (2) regular members to supervise and correctly tally the votes cast and one (1) Past Detachment Commandant to supervise and conduct the elections. The two (2) regular members shall be known as tellers.

Officers, both elected and appointed, may be Selected by the Detachment Members as they desire. The Detachment will elect a Commandant, Senior Vice Commandant, Junior Vice Commandant and Judge Advocate. The Detachment can either elect or appoint a Chaplain, Sergeant-at-Arms, Adjutant, Paymaster or an Adjutant/Paymaster and such other officers as are deemed necessary.

The National Bylaws specify that at least four members must be elected as Officers and that (only) elected Officers constitute a Board of Trustees. The outgoing Detachment Commandant or a Past Detachment Commandant will be appointed to serve a one-year term as a member of the Board of Trustees.

Officers will serve until the next annual election. A detachment through its bylaws can establish term limits for officers.

A majority of the votes cast is required to elect Detachment Officers. When a simple majority is not obtained on the first ballot, a second ballot will immediately follow after a caucus not to exceed five (5) minutes. Should a majority fail to materialize on the second and successive ballots, the candidate with the least votes shall be dropped as a contender (after each ballot) until a simple majority is achieved.

The election of officers shall be the last order of business of the Detachment meeting. (this is after New Business in the MCL Ritual) The new slate of Elected Officers will take over at Good of the League after the elections and installation of officers and close out the meeting.

7. Detachment Election Ritual

DETACMENT COMMANDANT:

As the last order of business for the meeting we will conduct the Election of Detachment Officers. I appoint (1) Past Det. Commandant as Judge and (2) regular members as tellers:

Judge: _____

Tellers: _____

* IF REQUIRED, JUDGE AND TELLERS DISTRIBUTE BLANK PIECES OF PAPER AND PENCILS FOR BALLOTING

ELECTION CHAIRMAN:

The nominee for the position of **Detachment Commandant** is:

_____, ask if the nominee will accept the position.

*Each nominee, when called upon, shall rise, if not restricted by physical impairment, and

state to the Chair that if elected they will accept the office and serve faithfully and to the best of the nominee's ability during the term to which elected.

Are there any nominations from the floor? (three times)

1st Call _____

2nd Call _____

3rd Call _____

All those in favor of electing _____ for Detachment Commandant raise your hand. All those opposed do the same. Move to close nominations for Detachment Commandant.

The nominee for the position of **Detachment Senior Vice Commandant** is:

_____, ask if he will accept the position.

*Each nominee, when called upon, shall rise, if not restricted by physical impairment, and state to the Chair that if elected they will accept the office and serve faithfully and to the best of the nominee's ability during the term to which elected.

Are there any nominations from the floor?

1st Call _____

2nd Call _____

3rd Call _____

All those in favor of _____ for Detachment Senior Vice Commandant do so by raising your hand. All those opposed do the same. Move to close nominations for Detachment Senior Vice Commandant.

The nominee for the position of **Detachment Jr Vice Commandant** is:

_____, ask if he will accept the position.

*Each nominee, when called upon, shall rise, if not restricted by physical impairment, and state to the Chair that if elected they will accept the office and serve faithfully and to the best of the nominee's ability during the term to which elected

Are there any nominations from the floor? (three times)

1st Call _____

2nd Call _____

3rd Call _____

All those in favor of _____ for Detachment Junior Vice Commandant do so by raising your hand. All those opposed do the same. Move to close nominations for Detachment Jr. Vice Commandant.

The nominee for the position of **Detachment Judge Advocate** is:

_____, ask if he will accept the position.

*Each nominee, when called upon, shall rise, if not restricted by physical impairment, and state to the Chair that if elected they will accept the office and serve faithfully and to the best of the nominee's ability during the term to which elected

Are there any nominations from the floor? (three times)

1st Call _____

2nd Call _____

3rd Call _____

All those in favor of _____ for Detachment Judge Advocate do so by raising your hand. All those opposed do the same. Move to close nominations for Detachment Judge Advocate.

Election Chairman will announce the winners in order.

Election Chairman thanks the Judge and Tellers and dismisses them.

Election Chairman thanks the membership for their participation in this election.

8.INSTALLATION OF OFFICERS

Installation of Detachment Officers shall be recognized provided that all officers to be installed are members in good standing and that there are at least fifteen (15) paid up members in good standing on the Detachment roster.

Installation must be conducted within thirty (30) days of the election, Report of Officers and Installation will be forwarded through the Department Adjutant to the Division Vice

Commandant, and then to National Headquarters within fifteen (15) days of the Installation so as to arrive no later than 30 June of each year.

Reference the MCL Ritual of Installation pages 21 - 26

NOTE: THE MCL RITUAL MAY BE MODIFIED DUE TO TIME RESTRAINTS, THIS DECISION IS AT THE CALL OF THE DETACHMENT COMMANDANT.

9.REPORT OF OFFICER INSTALATION

The Detachment Adjutant will ensure the annual Report of Officer Installation is completed with Detachment renewal dues amount and is **signed by the Installing Officer** and forwarded through the Department.

The ROI form is located on the MCL National web site at mclnational.org. Ensure all fields are filled out correctly. The Adjutant will also ensure a listing of the names and contact information of the new officers are given to the Detachment membership.

After annual officer installations are completed, the Adjutant will complete and file the Corporation Annual Report prior to July 1 for the Detachment each year and mail to the WV Secretary of State, Business and Licensing Division and forward confirmation of Annual Corporate report to the Dept. Adjutant.

If Officers are installed after 1 July the Adjutant will complete and file an Application to Appoint or change Officers, and/or Office Addresses with the WV Secretary of State and mail a copy to the Department Adjutant

NOTE: IF A DETACHMENT FAILS TO REPORT ITS DETACHMENT REPORT OF OFFICERS AND INSTALLATION AS OF JUNE 30 PRIOR TO THE NATIONAL CONVENTION SUCH FACT SHALL BE REPORTED TO THE NATIONAL CONVENTION CREDENTIALS COMMITTEE, SUCH DETACHMENT AND ITS OFFICERS WILL NOT BE RECOGNIZED ON THE FLOOR OF THE NATIONAL CONVENTION.

A DETACHMENT, WHICH IS IN DEFAULT OF MONIES FROM ANY SOURCE DUE THE DEPARTMENT OF WEST VIRGINIA AND SUCH DEBT HAS NOT BEEN SATISFIED OR FAILS TO REPORT ITS DETACHMENT REPORT OF OFFICER OF INSTALLATION REPORT PRIOR TO THE ANNUAL DEPARTMENT CONVENTION, WILL NOT BE RECOGNIZED ON THE FLOOR OF THE DEPARTMENT CONVENTION.

The Officer's of the Department of West Virginia MCL are here for you to answer any questions you may have on the formation and duties of these Committees. Please do not hesitate to reach out to us if we can be of any assistance. Thank you for your consideration on implementing this guidebook into your detachment.

Prepared this date January 1, 2018

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