THE MENDED HEARTS, INC. ELECTION PROCEDURES

REFERENCE:
BYLAWS, ARTICLE III, Section 3: Election of Officers

PURPOSE:
This procedure implements ARTICLE III, Section 3 of the MHI Bylaws, outlines the process involved in the conduct of national elections, and provides time frames for the specific events to occur.

ELECTION COMMITTEE:
1. The Election Committee shall:
   a. Notify all Chapter Presidents and Group Coordinators by email by mid-April, with a copy to the MHI Board of Directors, Assistant Regional Directors and MHI Committee Chairpersons of the forthcoming election and the offices to be filled. In the same notice, invite any and all members in good standing who feel they meet the basic qualifications to submit applications (see section on Nomination Application) to the Chairperson for the Election Committee’s review.
   b. Notify additional members through the National News.
   c. Review all applications to ensure that candidates meet the basic qualifications.
   d. Furnish qualified candidates’ names and resumes to MHI Resource Center.
2. In the judgment of the Election Committee, every reasonable attempt shall be made to provide at least two qualified candidates per office.
3. The Election Committee shall not endorse any candidate over another.
4. The Election Committee’s deliberations shall be held in strict confidence.

NOMINATION ELIGIBILITY:
1. All members in good standing, who have reached the age of maturity (18) and have fulfilled the requirements as per the eligibility requirements set forth in this document for elective office, shall be eligible for nomination and election to any elective office.
2. Regional Director candidates must reside within the region for which that office is sought and be a member of a chapter within that region.
3. No Executive Officer may serve more than two consecutive elected terms in the office held. No Regional Director may serve more than two consecutive elected terms. In the event there is no eligible candidate one will be recommended by the Nominating Committee.
4. No member may apply for or be nominated to more than one national elective office.
EXECUTIVE OFFICES:
President, Executive Vice President, Mended Hearts Vice President, and Mended Little Hearts Vice President must meet the following minimum qualifications:

1. Must be a member in good standing for three years.
2. Must have served as a member of the MHI Board of Directors.
3. Must be willing and able to travel as required and needed.
4. Must have demonstrated MHI leadership and engagement through seven of the thirteen requirements:
   a. Accredited Visitor
   b. TAVR Visitor
   c. Phone Visitor
   d. Subordinate Organization (Chapter or Group) Officer
   e. MHI Board of Directors Member
   f. Regional Meeting Participant
   g. Webinar Participant
   h. Community Outreach and Support representing MHI
   i. Financial Support of MHI
   j. Fundraising Support of MHI
   k. Publicity/Advocacy Support of MHI
   l. Awards earned as MHI member
   m. Other MHI participation and contribution

Regional Directors must meet the following minimum qualifications:

1. Must be a member in good standing for three years.
2. Must be willing and able to travel as required and needed.
3. Must have demonstrated MHI leadership and engagement through six of the thirteen requirements:
   a. Accredited Visitor
   b. TAVR Visitor
   c. Phone Visitor
   d. Subordinate Organization (Chapter or Group) Officer
   e. MHI Board of Directors Member
   f. Regional Meeting Participant
   g. Webinar Participant
   h. Community Outreach and Support representing MHI
   i. Financial Support of MHI
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It is strongly suggested that a Regional Director candidate has served as an ARD for at least one term.
NOMINATION APPLICATION:
1. Each applicant for nomination shall provide a signed letter of intent to serve (Attachment I).
2. Each applicant for nomination shall provide a resume (Attachment II) of qualifications from the standpoint of MHI involvement including ideas for the future of the organization and other relevant information.
3. Letter of intent and resume (Attachments I and II) must arrive at the designated address furnished by the Election Committee Chairperson by the date specified by the Chairperson.
4. After the Election Committee has reviewed, approved, and announced to the membership the candidate’s application, THEN AND ONLY THEN may they begin campaigning.

MHI RESOURCE CENTER:
1. Send notice of upcoming election and outline of eligibility, application process, and medium for submitting applications to subordinates and national leadership.
2. List of candidates and resumes will be emailed to Chapter Presidents and MLH Group Coordinators. Announcements will also be made in HEARTBEAT and other communication channels.
3. Members-At-Large will receive an electronic ballot for their specific Region that they will submit as directed. These ballots will be tabulated by region resulting in 1 vote per region.
4. Ballots will be specific to the region. Ballots shall include all executive officer candidates and only Regional Director for the applicable region.

BALLOTS:
1. Names of candidates shall appear in alphabetical order, grouped by the office being sought.
2. Ballots shall be distributed to Subordinate Organizations (Chapters and Groups) in good standing.
3. No endorsement of candidates will be made by the Election Committee, either on the ballot or on the resumes.
4. Note should be made that the vote is for an individual – not a team/slate.
5. All ballots will be submitted electronically.

CHAPTER PRESIDENTS AND MLH GROUP COORDINATORS:
1. Chapter Presidents and MLH Group Coordinators shall direct members' attention to the list of candidates and their resumes.
2. The Chapter President or Group Coordinator shall convene the chapter or group. At such time, members may vote for candidates.
3. During the election process, members shall vote for one candidate for each office.
4. The Chapter President or Group Coordinator will emphasize the vote is for an individual, not a team/slate.
5. The Chapter President or Group Coordinator will receive only one ballot.
6. Only one vote per office will be allowed. Only one ballot shall be cast per Subordinate Organization (Chapter or Group).
7. The Chapter President or Group Coordinator of each Chapter or Group shall submit their official results to the independent auditor by the deadline date.

SOLICITING VOTES:
1. Soliciting votes must be accomplished by candidates at their own expense.
2. MHI Resource Center will provide:
   a. Executive Office Candidates a one-time-only national member list
   b. Regional Candidates a one-time-only regional member list specific to their individual region
3. The Candidates shall not use any of the following:
   a. Chapter, group or MHI funds
   b. Chapter, group or MHI bulk mailing permit
   c. Chapter, group or MHI database (other than what MHI provides as stated above), logos, letterheads, envelopes, or other identifying materials
   d. MHI Social Media platforms
4. All Candidates may present their resumes and additional information on a Webinar platform (to be determined, provided and scheduled by the MHI Resource Center) after the Election Committee has reviewed, approved and announced the candidate’s application to the membership. The Webinar platform is an opportunity for MHI members to “meet” the candidates and ask questions.
5. No current MHI Board Member may actively support, endorse, campaign for or advertise for any candidate other than themselves.
6. If a candidate does not abide by these rules, their candidacy may be withdrawn by the Election Committee, and disciplinary action may be taken by the Board of Directors.

BALLOT COUNTING:
1. The Corporate Secretary shall contract an outside, independent auditor to conduct the election processes in Albany.
2. Ballots will be counted by the independent auditor and separately by the Corporate Secretary. Both tallies will be compared for accuracy.
3. The independent auditor shall insure:
   a. the integrity of the number of the ballots issued versus number of ballots received
   b. that only one vote per chapter or group is received
   c. that Members-At-Large votes are tabulated as described in this document under MHI Resource Center #3.
4. Candidates shall be determined by a simple majority.
5. In case of a tie vote for any office, the independent auditor will immediately notify the Chairperson of the Election Committee. The Chairperson will immediately initiate another ballot election to resolve the tie. The tie breaking ballot will mimic the ballot voting process, but within a very limited timeframe not greater than 45 days. In the case of a second tie, the current MHI Board of Directors will make the final determination.

6. When the counting has been completed, the independent auditor will notify the Election Committee Chairperson of the results of the national elections. The Election Committee Chairperson will notify all candidates of the results. These results will then be communicated to the membership.

**TIME FRAMES:**
The following schedule should be followed by those persons involved in the nomination and election process.

**Even-Numbered Years:**
- Mid-April: Election Committee Chairperson notifies Chapter Presidents and Group Coordinators of forthcoming election, procedures for nominating, and application process.
- Late Spring/Early Summer: Annual Meeting.
- Mid-September: Candidate application period closes. Applicants must furnish letter of intent to serve and a resume as designated by Election Committee.
- Mid-September – October: Election Committee screens and reviews applicants for eligibility and attempts to fill vacant positions with applicants.
- Early November: Election Committee furnishes resumes and names of all candidates/final slate to MHI Resource Center. List of candidates will be submitted for publishing in Winter *HEARTBEAT*.
- Early December: Election ballot packet and resumes sent to Chapter Presidents, Group Coordinators, and At-Large Members.

**Odd-Numbered Years:**
- January – February: Chapters/Groups conduct elections.
- Last Day of February: Deadline for Chapters/Groups to submit ballots to independent auditor in Albany.
- Early March: Ballots counted in Albany.
- First or Second Week of March: Election results available. MHI Executive Committee will receive results. Results will be announced by MHI e-mail.
- Late March – Early June: New Officer Transition Time with Training.
- Late Spring/Early Summer: Annual Meeting, Officer Installation.