

THE CONSTITUTION AND BYLAWS OF THE MARYLAND ASSOCIATION OF ELECTION OFFICIALS 2009

ARTICLE I - NAME

This organization shall be known as "Maryland Association of Election Officials."

ARTICLE II - PURPOSE

The purpose of this organization shall be to improve the election and registration procedures in this state; to improve the operation of the offices of the Boards of Elections throughout the state; to standardize fees, procedures, salaries and forms; to recommend desirable new legislation affecting voting and registration to the State Board of Elections; and to encourage fellowship and exchange ideas.

ARTICLE III - MEMBERSHIP

1. The membership shall be composed of active and associate members.
2. All local Boards of Elections of this state, Substitute Members of local Boards of Elections, County Election Directors/Administrators, counsel to the local Boards of Elections, administrative and support staff of the local Boards of Elections shall be eligible for active membership.
3. Members, State Administrator, counsel and staff of the State Board of Elections, retired employees of local election offices and election boards and active members who leave election service shall be eligible for associate membership. Associate members shall have nonvoting membership in the Association, are subject to dues, and may participate in all Association activities except for the holding of elected office.
4. Each active member shall have one vote. However, upon request by a member from each of three separate jurisdictions, voting on any question(s) put before the membership will be limited to one vote from each jurisdiction.

ARTICLE IV - DUES

The membership dues of this Association shall be fixed by the Board of Directors for active and associate members. Members shall be given due notice that a change in dues is being considered through publication in the agendas of two consecutive MAEO committee meetings. No member shall be qualified to exercise any privilege of membership while dues remain unpaid. Any member delinquent in dues for refusal or

failure to pay the same in full within one hundred eighty (180) days after receipt of bill or invoice shall forfeit membership in the Association.

ARTICLE V – MEETINGS

1. The annual meeting shall be held each June, with the exception of gubernatorial election years, when the meetings will be held in May, at a time and place designated by the Officers and Directors. Meetings of the Officers and Directors may be called at any time by the President.
2. The Board of Directors and the Officers of the Association shall meet at least quarterly and at any time deemed necessary at the call of the President.

ARTICLE VI - QUORUM

Voting members from at least ten counties or nine counties and Baltimore City shall constitute a quorum at any annual or special meeting.

ARTICLE VII – OFFICERS AND DIRECTORS

1. The Officers and Directors of this Association shall be: President, Vice-President, Secretary, Treasurer and five Directors, four to be elected, the fifth to be the immediate past President, unless such person is no longer an active member, in which event all five shall be elected.
2. All Officers and Directors shall be elected at the annual meeting and shall serve for a period of two years beginning with the Association's regularly scheduled election of 2004. Any Officer or Director may serve until his/her successor is elected or appointed even though he/she may cease to be qualified under Article III, Section (b). In the election of the Officers and Directors, each member shall be entitled to one vote.
3. The officers and directors shall represent the interests of the Association and none of their acts may conflict with action taken by the Association.

ARTICLE VIII - DUTIES OF OFFICERS

1. The President shall preside at all meetings. In the absence of the President, the Vice-President shall preside. In case the Presidency becomes vacant, the Vice-President automatically succeeds to office. The President shall appoint a Parliamentarian who shall be an active or associate member of the Association, who shall give advice on parliamentary procedure to the President and Association when called upon using the latest edition of *Robert's Rules of Order, Revised*.
2. The Secretary shall keep a record of all meetings and shall send out all notices. In case the Secretary is absent, the President will appoint a Secretary Pro-Tem.
3. The Treasurer shall collect all dues and have charge of the funds of the Association. The Treasurer shall pay all Association bills within 30 days of their receipt and provide a written Treasurer's Report at each Board Meeting. All expenditures shall be approved by the President, with all checks requiring two signatures, those of the President and the Treasurer.
4. The President, Vice-President, Treasurer, and Secretary, and the five Directors shall constitute the Board. It shall be the duty of the Board to transact business during the year when it is not feasible to call the entire Association together. The Secretary shall keep a record of these meetings and shall send reports of them to the members.

ARTICLE IX – COMMITTEES

1. The following list of committees shall be standing committees, with the chairs appointed by the President by the first quarterly meeting following the annual meeting.
 - (a) Audit Committee - The audit of the Association financial records shall be conducted not later than two weeks prior to the annual meeting. The results of the audit shall be reported at the annual meeting.
 - (b) Constitution and Bylaws Committee.
 - (c) Legislative Committee.
 - (d) Elections Committee.
2. The President may create other committees, as deemed necessary, and appoint a chairperson, for the purpose of the Association with the approval of the Board.

ARTICLE X – BOARD MEMBER VACANCIES AND REMOVALS

1. Removal of Board Members. A motion shall be requested by the President seeking the resignation of any Board Member who misses two quarterly meetings without previously notifying the President or Vice President. The motion must pass by a majority vote of the Board Members present. Upon passage of the motion, a letter shall be sent to the absent Member by the President requesting his or her resignation. Should the Member fail to resign within ten days, the Member shall automatically forfeit his or her office on the Board. A replacement shall be appointed by the President with the consent of the Board to fill the vacancy within fifteen days from the date of the Board's formal action seeking the resignation of the Member.
2. Vacancies, for any cause, shall be filled for the unexpired term, by the Board, except as otherwise herein provided within sixty days of the vacancy.
3. Removal of Active and Associate Members. The Board, in accordance with Article IX, Section 2, may create an Investigating Committee when disciplinary action against an active or associate member is considered necessary. The purpose of the Investigating Committee shall be to determine the facts regarding the alleged misconduct. If the facts support a finding of misconduct, the member shall be given the opportunity to resign. The member has the right to request a meeting, at which point the Board, in accordance with Article IX, Section 2, shall create a Review Committee where the member may show cause why he/she should not be removed.

ARTICLE XI - AMENDMENTS

1. Any proposed amendment to the Constitution may be drawn up by the Constitution and By-Laws Committee or submitted to the Committee by the Board of Directors, any local Election Board, or any three members who shall draft, in writing, a particular proposal.
2. Any proposal must be submitted to the Chairman of the Constitution and By-Laws Committee no later than the first business day of the second month prior to the annual meeting.
3. Amendments approved by the Committee must be submitted to all the members, in accordance with the specimen ballot, Article XIII, Section 2. The Constitution may be amended at any annual meeting by a two-thirds vote of all votes cast by regular or absentee ballot.

4. The Constitution and By-Laws Committee shall appropriately revise the Constitution within ninety days after the annual meeting.

ARTICLE XII - ORDER OF BUSINESS

The order of business of any meeting of the Association shall be such determined by the President. The latest revision of Robert Rules of Order shall govern the Association in all cases to which they are applicable, and in which they are not inconsistent with the bylaws of this Association.

ARTICLE XIII - ELECTIONS

1. The Election Committee shall be appointed by the President at the first quarterly meeting after the annual meeting. The Election Committee shall distribute filing forms to encourage members to run for offices prior to the election. The forms shall include a filing deadline of 30 days prior to the annual meeting as well as a withdrawal deadline of 30 days prior to the annual meeting. Eligible members may file for candidacy with the Election Committee any time up to and including close of business of the aforesaid deadline.
2. The Election Committee's responsibilities shall include the following with exceptions according to Section 5 of this Article:
 - (a) Preparation of a specimen ballot listing candidate information.
 - (b) Distribution of the specimen ballot to the Membership not later than 3 weeks prior to the annual meeting.
 - (c) Preparation of ballots, including absentee ballots.
 - (d) Method and time of voting.
 - (e) Qualifications for voting.
3. An application for an absentee ballot must be received by the Election Committee by the second Friday preceding the annual meeting. An absentee ballot shall be deemed timely received if it is received by the Election Committee not later than 4:00 pm on the Friday preceding the annual meeting. No absentee ballots shall be considered received timely at any time after this deadline.
4. Nominations shall not be accepted from the floor.
5. The Election Committee shall function as the Board of Canvassers for all elections conducted for the Association, for the purpose of canvassing. Canvassing includes the entire process of vote tallying, vote tabulation, and certification of the official election results. The Board of Canvassers shall report vote totals for each candidate and questions to the President.
6. In the event that all races are uncontested by the filing deadline and no amendments present, at the pleasure of the body, the Parliamentarian may cast the deciding ballot at the annual meeting, thereby declaring all candidates be elected.
7. The President shall announce the results of the election to the members.
8. Those persons elected shall take office immediately after the close of the annual meeting.