



Associates of Vietnam Veterans of America, Inc.
POLICIES and PROCEDURES

II. ELECTION: *Incorporated Chapter*

A. Candidate Qualifications

1. Must be at least twenty-one (21) years of age.
2. Must be a Regular Member, in good standing, of AVVA for at least three (3) months prior to election.
3. Must be actively involved in the AVVA Chapter that he/she is associated with. Such involvement would be demonstrated by attending at least 50% of all Chapter functions within the past year or a combination of both.
4. All Candidates for election will be Regular Members in good standing with no pending disciplinary action against them.

B. Candidates for Incorporated Chapter Officer

1. Verified Candidates who have filed the proper election paperwork will be permitted to engage in the following activities:
 - a. Upon invitation, the Candidate may speak at their Chapter meeting to introduce themselves, talk about the office that they are seeking.
 - b. The written biography that is required as part of the Candidate Filing Package may be distributed among the membership.

C. Candidate Expectations:

1. All candidates are expected to treat their opponents with respect and dignity at all times.
2. Printed materials must be limited to the Candidate's biography.
3. Campaign literature, signage, buttons, or give-a-ways, are not permitted.

D. Incorporated Chapter Election Process

1. The State Associate Representative, or State President, will provide to each incorporated AVVA Chapter generic ballots for the election to fill each Chapter office.



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2. If the Chapter should choose to use their own ballot, then that ballot must be approved by the State Representative, or State President, and the Regional Director should be advised of that decision.
3. The members of AVVA incorporated Chapters shall decide whether to hold elections every year, or every two (2) years in April.
4. Any Candidate for any office within the incorporated AVVA Chapter shall file a Letter of Intent with the individual designated to run the election.
5. Letters of Intent must be received thirty (30) days before the election.
6. There shall be **NO** nominations from the floor, nor shall there be any write-in Candidates on the ballot.
7. Each AVVA Regular Member of the incorporated AVVA Chapter shall have one (1) vote.
8. Ballots must be used, even if only one (1) candidate is running for the position.
9. Within thirty (30) days, the Election Report form, all ballots and election sign-in sheets, which shall remain confidential, shall be sent to the State Associate Representative or State President, to be kept on file until the next election is held.
10. There shall be **NO** proxy voting or absentee ballots.
11. It is mandatory that **all** those seeking office at an incorporated chapter level must attend the election meeting in their respective area. If not attending the election meeting, then a valid excuse must be given to the Elections Committee or State Representative/State President.
12. A valid excuse will be one of death, illness, family emergency or weather conditions. If the Candidate does not attend, and an excuse is rendered, the Candidate's name will be removed from the ballot by the Elections Committee.
13. If a valid excuse is rendered, the elections will proceed with the Candidate's name in consideration for the desired position.
14. The AVVA Regional Director will appoint a Point of Contact until the election can be held. This appointment must be approved by the National Board of Directors.

E. Oath of Office

1. Immediately following the public announcement of the election results, a recess may be called and arrangements made for the installation of the newly elected Officers.



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2. The Oath of office **shall** be administered by the State Representative, outgoing Chapter Officer or AVVA member.
3. The newly elected Officers shall assume the responsibilities and liabilities associated with their respective office at the time of the public announcement of the election results, whether or not the Oath of Office has been administered.

III. ELECTIONS: Oath of Office

I do solemnly swear, that I, (state your name), being duly elected to the Office of (state your Office), will perform the duties of said Office to the best of my ability. Furthermore, I swear to uphold the Constitution of the United States of America and the Articles of Incorporation, By-Laws and Policies and Procedures of the Associates of Vietnam Veterans of America, Inc., so help me God.

Swearing in of Officers of National Associates of Vietnam Veterans of America, Inc., Associate State Representatives, Associate Chapter Representatives, Incorporated State Associations and Incorporated Chapters shall take place immediately following the election.