

ICES Procedures for Local Elections (Representative, Alternate, Treasurer, Secretary)

- Notification of the election must go to the entire local ICES membership twenty (20) to sixty (60) days before the election can be held and such notification should include: an invitation for willing, eligible candidates to respond within a ten (10) day deadline; a list of all known vacant positions; the date and location of the upcoming meeting; a clear outline of these election procedures; and the Proxy Format (see attached “Letter of Intent for Local Election Procedures”). A second letter of notice should be sent to all local members with a list of all known candidates about ten (10) days before the election (see attached “Notification of Local Candidates” letter).
- Nominations may be made from the floor during local election meetings. Any ICES member in good standing (dues paid up for one year) is eligible for office (verify all candidates’ eligibility with ICES Membership Coordinator or Representative Liaison prior to election date).
- A quorum of the state membership must be present. A quorum constitutes three percent (3%) of the membership within the local state/area/province/country.
- The election will be held by secret ballot. Absentee ballots may be obtained upon request and must be return-postmarked fourteen (14) days prior to the election to designated responsible party (current Representative, if not a candidate; local officer, if not a candidate; officer locally elected for this purpose; or Representative Liaison, if no qualifying Representative or local officer can be named for this procedure).
- Proxy votes must be in writing by the ICES member and submitted to responsible party (appointed by the ICES Representative, locally elected officer for this purpose or Representative Liaison) twenty-four (24) hours prior to the election.
- No more than five (5) proxy votes may be cast by any one (1) person at the meeting.
- If all candidates are unopposed and have been ICES members for at least one year, the candidate or slate of candidates can be accepted by acclamation (verify candidate eligibility with Membership Coordinator or Rep Liaison prior to election date).
- To win an election, the candidate needs to receive a majority of the actual votes cast for that position.

Proxy Format

Date: _____

I, _____, being a member in good standing of the
(clearly printed member's name)

International Cake Exploration Societé (ICES) do hereby give _____
(name and address of person

_____, also a member in good standing of ICES,
to whom the proxy is assigned)

the authority to vote on my behalf on any matters brought before the ICES membership at the state/area/province/country meeting held on insert date of election. I understand that I have the right to cancel this proxy at any time. I understand that this proxy will expire at the adjournment of the state meeting held in insert location on insert date of election.

(Member's original signature)

(Member's mailing address)

(Member's phone number)

(Member's membership expiration date)

PLEASE NOTE:

Proxy votes must be in writing by the ICES member and submitted to the designated responsible party twenty-four (24) hours prior to the election.

No more than five (5) proxy votes may be cast by any one (1) person at the meeting.

Absentee Ballot

If you are unable to attend the (insert area/state/province/country) election scheduled for (insert date), you have the right as a (insert area/state/province/country) ICES member to vote by absentee ballot or by proxy.

Absentee Ballots are available upon request and must be return-postmarked no later than (insert date: 14 days prior to the election) to (insert responsible party and mailing address of same). (Responsible party) may be contacted by phone at (insert responsible party's phone number) or e-mail (insert responsible party's e-mail address).

The ballot must be completed, folded, and placed inside a blank envelope with no writing or identifying marks and then sealed. **Do not sign the ballot.** Instead, sign your name across the seal of the envelope.

Place this blank envelope containing the ballot inside a second envelope that has your name and return address clearly written on the outside, so that it may be confirmed that you are eligible to vote.

This process ensures anonymity. All ballots will be counted together at the end of voting by (insert responsible party).

Official ICES Absentee Ballot Local area/state/province/country

Vote for only one candidate per office.

Representative

_____ Insert candidate's name
_____ Insert candidate's name
_____ _____ (leave line blank)

Alternate

_____ Insert candidate's name
_____ Insert candidate's name
_____ _____ (leave line blank)

Treasurer

_____ Insert candidate's name
_____ Insert candidate's name
_____ _____

Secretary

_____ Insert candidate's name
_____ Insert candidate's name
_____ _____

Letter of Intent for Local Election Procedures

From the desk of

Your Name

Your title

Your complete mailing address

Your phone and fax number • Your e-mail address

Today's date

To all ICES members in insert state/area/province/country :

Hello!

We have an election (*or Day of Sharing*) scheduled for insert date. This letter is for the purpose of inviting and encouraging all ICES members from insert location to be in attendance at that meeting where an election will be held for the following positions: insert vacant position: Representative, Alternate, Treasurer and/or Secretary.

According to the Reps Handbook, the following are ICES Procedures for such an election:

- Notification of the election must go to the membership twenty (20) to sixty (60) days before the election can be held and such notification should include a list of all candidates for the positions.
- **If you are interested in becoming the State Representative, Alternate, Treasurer or Secretary for insert location, please notify me personally by insert date 10 days later than today's date so that a list of candidates may be sent out to all members within the specified time period.**
- Nominations may also be made from the floor at this meeting. Any ICES member in good standing (dues paid up for one year preceding election date) is eligible for office.
- A quorum of the membership must be present. A quorum constitutes three (3%) of the membership within your state/area/province/country. As of this writing, our records show that we have _____ current members. While we heartily encourage all local members to attend the meeting, at least _____ members (3% of the local membership) MUST be present to hold an election for these positions.
- The election will be held by secret ballot. Absentee ballots may be obtained upon request and must be return-postmarked by insert date to insert responsible party's name. Proxy votes must be in writing by the member and submitted to insert responsible person's name twenty-four (24) hours prior to the meeting. No more than five (5) proxy votes may be cast by any one (1) person at the meeting.
- If all candidates are unopposed and have been ICES members for at least one year, the slate can be accepted by acclamation.
- To win an election, the candidate needs to receive a majority of the actual votes cast for that position

Please know that we value and appreciate the input of every ICES member and if you have any questions or concerns, you may contact me by using the contact information above.

Sincerely,

Your name

Your title

Proxy Format

Date: _____

I, _____, being a member in good standing of the
(clearly printed member's name)

International Cake Exploration Societé (ICES) do hereby give _____
(name and address of person

_____, also a member in good standing of ICES,
to whom the proxy is assigned)

the authority to vote on my behalf on any matters brought before the ICES membership at the state/area/province/country meeting held on insert date of election. I understand that I have the right to cancel this proxy at any time. I understand that this proxy will expire at the adjournment of the state meeting held in insert location on insert date of election.

(Member's original signature)

(Member's mailing address)

(Member's phone number)

(Member's membership expiration date)

PLEASE NOTE:

Proxy votes must be in writing by the ICES member and submitted to the designated responsible party twenty-four (24) hours prior to the election.

No more than five (5) proxy votes may be cast by any one (1) person at the meeting.

Notification of Local Candidates

From the desk of

Your Name

Your title

Your complete mailing address

Your phone and fax number • Your e-mail address

Today's date

To all ICES members in state/area/province/country:

Hello! Pursuant to my last correspondence to every local member dated (insert date of Letter of Intent) in which was stated the following: "If you are interested in becoming the State Representative, Alternate, Treasurer or Secretary for insert location, please notify me personally by (insert date taken from Letter of Intent) so that a list of candidates may be sent out to all members within the specified time period," the following list of candidates has been determined according to membership eligibility and stated willingness to serve:

Candidates for Representative: insert candidates' name and location.

Candidates for Alternate: insert candidates' name and location.

Candidates for Treasurer: insert candidates' name and location.

Candidates for Secretary: insert candidates' name and location.

An election (or Day of Sharing) is scheduled for (insert date of election). This letter is for the purpose of notifying, inviting and encouraging all local ICES members to be in attendance at that meeting when this election will be held.

According to the Reps Handbook, the following are the ICES procedures yet to be observed:

- Nominations may also be made from the floor at this meeting. Any ICES member in good standing (dues paid up for one year) is eligible for office. A quorum of the state/area/province/country membership must be present – a quorum constitutes three (3%) of the membership within our state/area/province/country. As of this writing, our records show that we have insert number current members. While we heartily encourage all local members to attend the meeting, at least insert number members (3% of the membership) MUST be present to hold an election for these positions.
- The election will be held by secret ballot. Absentee ballots may be obtained upon request and must be return-postmarked by (insert date: 14 days prior to the election) to (insert responsible party's name). Proxy votes must be in writing by the member and submitted to (insert responsible party's name) twenty-four (24) hours prior to the meeting. No more than five (5) proxy votes may be cast by any one (1) person at the meeting.
- If all candidates are unopposed and have been ICES members for at least one year, the slate can be accepted by acclamation. To win an election, the candidate needs to receive a majority of the actual votes cast for that position.

I eagerly await the outcome of this meeting ... best wishes to all!

Sincerely,

Your name

Your title

Proxy Format

Date: _____

I, _____, being a member in good standing of the
(clearly printed member's name)

International Cake Exploration Societé (ICES) do hereby give _____
(name and address of person

_____, also a member in good standing of ICES,
to whom the proxy is assigned)

the authority to vote on my behalf on any matters brought before the ICES membership at the state/area/province/country meeting held on insert date of election. I understand that I have the right to cancel this proxy at any time. I understand that this proxy will expire at the adjournment of the state meeting held in insert location on insert date of election.

_____ (Member's original signature)

_____ (Member's mailing address)

_____ (Member's phone number)

_____ (Member's membership expiration date)

PLEASE NOTE:

Proxy votes must be in writing by the ICES member and submitted to the designated responsible party twenty-four (24) hours prior to the election.

No more than five (5) proxy votes may be cast by any one (1) person at the meeting.