



California Nevada Moose Association

District Election Handbook

July 2025

DISTRICT ELECTIONS

All Districts within the California Nevada Moose Association (CNMA) must follow the same procedure as defined by the General Laws of The Moose (Chapter 33), the CNMA By-Laws (Article XI), and the CNMA Policy Manual (Policy 4.0). As with all Parliamentary procedures, Robert's Rules of Order will be the final determiner of Corporate Board policy.

NOMINATION OF DISTRICT OFFICERS

As provided in the CNMA Policy Manual Policy 4.1 - The District Nominating Committee shall consist of the following:

- a. The elected District Officers who are the President, Vice President, Chaplain, Secretary and Treasurer
- b. The Junior Past President
- c. The current President and Administrator of each District Lodge
- d. The District President may select three (3) Past District Presidents to serve on the Committee

As provided in the CNMA Policy Manual Policy 4.2 – The District Nominating Committee Procedures are as follows:

- a. The nomination and election process for the District must be completed prior to July 15th of each year
 1. The announcement of the current CNMA fiscal year Nominating Committee shall be in April of the election year in order to meet the required deadline of July 15th. **NOTE:** Dates identified in this handbook may need to be adjusted for those districts that do not meet on a monthly basis. Consideration must be given to the time needed to conduct a proper nomination and election of District Officers as provided in this handbook.
 2. The announcement shall be read into the minutes, including the composition of the Nominating Committee, and the date and time of the first Nominating Committee meeting.
- b. All members of the District Nominating Committee shall be notified of the date and time of the meeting by the District President at least two (2) weeks prior to the date of the meeting
- c. There shall be no pro-tem members on this committee
- d. The District President shall preside over the proceedings unless the District President elects to appoint another Past District President to preside
- e. The report of the District Nominating Committee shall be submitted at the next District meeting for recommendation of the District President to the Association and election of the District Vice President, Chaplain, Secretary and Treasurer
- f. When in session the District Nominating Committee shall meet in a closed-door session with only committee members present
- g. A majority of the members of the District Nominating Committee shall constitute a quorum

A minimum of one Nominating Committee meeting shall be held. Additional meetings can be held as may be considered necessary.

The Nominating Committee meeting shall be a separate meeting from the regularly scheduled Board of Officers meeting of the District.

At all times the Nominating Committee shall strive to nominate the MOST QUALIFIED individual for each position, with special regard to the District President selection criteria.

The Nominating Committee is responsible to ensure that all qualifications for District Offices are strictly adhered to and there shall be no deviations. Qualifications for nominating a District President can be found in the CNMA Policy Manual Section 3.0.

If the District is unable to find a qualified nominee for the position of District President for the ensuing year the current District President must notify the CNMA President immediately upon conclusion of the nominating meeting. A [District President Qualification Exception Request](#) may only be completed after consulting with the CNMA President.

As a reminder, the current District President shall retain their position until it is properly filled. If the District Nominating Committee is unable to recommend a selection for the position within the established timeframe, the Association President will appoint a replacement with the approval of the Association Executive Committee.

Separate meeting minutes must be taken. A separate Nominating Committee Report shall be completed, read and recorded into the District meeting minutes by the District President or Nominating Committee Chair. The Nominating Committee meeting minutes are to be submitted electronically using the [BOO and Social Meeting Attendance form](#). There is a question at the bottom of the form regarding whether or not a nominating meeting has been held. By selecting yes, the ability to identify the date of the meeting and to upload the meeting minutes will be made available.

ELECTION OF DISTRICT OFFICERS

The Election of Officers process shall be in accordance with The Moose General Laws Chapter 33.

- a. The District President shall appoint an Election Committee composed of three (3) active members of the District who are not officers or candidates for an elective office.
- b. If there are contested offices, the election must be by secret ballot.
- c. If the offices are uncontested, the election may be conducted by voting with the usual sign of the order.
- d. In all cases, contested or uncontested, a separate Election Committee Report must be completed and signed by all three (3) of the Election Committee Members, one of which is designated the Chair.
- e. If the election is by secret ballot, a period of custody for 48 hours goes into effect in which the ballots are remanded to the custody of the District Secretary to hold until for 48 hours. During this period if there are any challenges to the election received in writing, the Election Committee shall impound the ballots pending the election's final determination.
- f. As a member of the Association Board of Officers, the election of a District President is a recommendation that must follow the nomination and election process for Association Officers as documented in the Article XI of the CNMA By-Laws. Therefore a recommended District President shall submit an application electronically by completing the [District President Application form](#) via the CNMA website.
- g. A District President is reviewed by the CNMA Executive Committee to ensure that all requirements have been met.
- h. All recommended District Presidents are then presented to the CNMA Nominating Committee. The Nominating Committee shall report to the annual meeting of the Association during the opening session of the annual meeting.
- i. The election of officers shall be held during the final business session of the annual meeting/convention as provided in Section 6 of Article XI of the CNMA By-Laws.
- j. The District President shall be installed into office prior to the close of the annual meeting. If the District President is unable to attend a Past Association President must perform the installation of the new District President before they may preside over a District meeting.
- k. The [District Officers Information Sheet](#) must be completed electronically in its entirety by July 15th of each year via the CNMA website. Should vacancies occur an updated District Officers Information Sheet shall be completed electronically via the CNMA website within 15 days of the election. Completing the form electronically via the CNMA website notifies the Association Vice President and Association Secretary that there has been an update in District Officers.

As provided in item j. above, the District President is installed at the Annual Association Convention. The remaining District Officers shall be installed at the first District Meeting held after October of each year. The installation of District Officers shall be the same format as the Installation Ceremony utilized by the Association. It is included in this handbook.

All newly elected officers officially take office in October, which is the beginning of the CNMA fiscal year.

These procedures and deadlines will be used with no exception.

DISTRICT NOMINATING COMMITTEE REPORT (Sample)

The Nominating Committee of District (name and number) for the Election Year (specify the years) under section 4.0 of the CNMA Policy hereby places the following names in Nomination for the following positions:

Name	Position
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

The above Nominating Committee Report was verbally given at

District (name & number) _____

Date _____

and a written copy was submitted to the District Secretary.

Signed _____

Nominating Committee Chair

DISTRICT REPORT OF ELECTION COMMITTEE (Sample)

A. Uncontested Offices

Number of votes cast _____

Number of votes necessary to be elected

1

NAME	POSITION	NO. OF VOTES
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

B. Contested Offices

Number of votes cast

Number of Votes Necessary to be Elected - 1

NAME	POSITION	NO. OF VOTES
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

C. Illegal Votes Cast

Write in Votes Cast

Ballots with multiple names selected for one position

Election Committee
Chair

Election Committee
Member

Election Committee
Member

Election held and report given at (district meeting date)

On this date _____

District President

District Secretary

DISTRICT NOMINATING COMMITTEE MINUTES (Template)

Election Term:

District Position:

District #:

Meeting Date:

Meeting Time:

- Roll call of Elected Officers:
 - President
 - Vice President
 - Treasurer
 - Chaplain
 - Secretary
- Roll Call of Past District President (Maximum of 3):
 - Jr. Past President
 - Past President
 - Past President
 - Past President
 - Lodge Presidents
 - Lodge Administrators
- Items Discussed:

- Potential Nominees:

○ Position:	Name:
○ Position:	Name:
○ Position:	Name:
○ Position:	Name:
○ Position:	Name:
○ Position:	Name:
○ Position:	Name:
○ Position:	Name:
○ Position:	Name:

- Meeting Adjourned:

Respectfully Submitted:

Nominating Committee Chair

INSTALLATION CEREMONY FOR STATE/PROVINCIAL ASSOCIATION OFFICERS

INSTALLATION CEREMONY:

Installing Officer-(Announce name of Installing Sergeant-at-Arms selected)

Secretary _____, you will call the roll of the officers elect and appointed and as the name of each officer is announced, the Sergeant-at-Arms will present them at this station.

Installing Officer-

Secretary _____, are the officers-elect in good standing in their respective lodges, and the lodge in good standing in this Association?

Secretary-

They are.

Installing Officer-

President _____, have the members whom this Association desires to install into office for the ensuing term been elected or appointed in strict compliance with the by-laws of this Association.

President-

They have.

Installing Officer-

Members, if any of you have just cause to show why any or all of the officers—elected or appointed should not at this time be installed, you will make it known now. (Pause) There appearing to be no objection, I will proceed with the installation.

Installing Officer- (Gives two raps)

Officers-elect, place your left hand over your heart, raise your right hand and repeat after me, using your name where I use mine: I _____, -do solemnly promise, - that I will faithfully, and to the best of my ability,-perform the duties of the office—to which I have been elected or appointed. I will obey all orders—emanating from The Moose—and will discharge my official duties,—in accordance with the by-laws of this Association—and the General Laws of The Moose,—At the expiration of my term—I will

deliver to my successor in office,--or to any legal authority of The Moose—all funds,--books,--papers,--and property in my possession—and belonging to this Association—I will devote my energies to the fullest extent,--to the building of the Association—the lodges,--the legions,--the Women of the Moose,--and all other authorized endeavors—for the promotion and growth of The Moose,--to all of which I pledge my sacred honor,--and may God keep me steadfast—in the discharge of my duties,--Amen.

Installing Officer-

I hereby declare these officers duly installed for the ensuing term. Sergeant-at-Arms _____ you will conduct the new President to this station while the other new officers resume their places in this meeting room.

Installing Officer-

President _____, I hereby present you with the gavel, symbol of your authority. Members, please join me in extending a round of applause for our new President.