

<b>Pennsylvania Association of Licensed Investigators (PALI)</b>	<b>1.15 ELECTION OF OFFICERS POLICY</b>
<b>DATE CREATED: 09/01/2025</b>	<b>DATE REVIEWED: 09/10/2025</b>
<b>DATE APPROVED: 09/16/2025</b>	<b>PRESIDENT: Richard W. Carpenter</b>

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#### 15.1 PURPOSE:

- A. PALI recognizes the importance of membership involvement in PALI governance. For that reason, the Board of Directors has created a policy to govern election of officers.
- B. PALI has a proud tradition of its members being pillars of the community and upholding the expectations of consummate professionals. This policy is created to establish a standard so that elections are transparent and form the basis of fair, impartial government.
- C. This policy is designed to:
  - 1. Enable members to understand and participate in election of officers.
  - 2. Make clear to all the steps and process of elections and terms of office.

#### 15.2 SCOPE:

- A. This policy shall cover all PALI Elected Officer positions to include President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary, Treasurer, At Large Regional Directors, and Regional Directors as directed in the PALI Bylaws.
- B. The Chair of the Board of Directors shall not be included in elections. The Chairperson position shall be filled by the immediate past-President of the Association when the term of President is over and shall remain Chairperson for as long as they are the immediate past-President.

### 15.3 MEMBERS TO HOLD OFFICE:

#### A. Eligibility to Hold Office

1. In accordance with the PALI Bylaws: Only full members in good standing with PALI and licensed by the Commonwealth of Pennsylvania, who also maintain a permanent residence within Pennsylvania, shall be eligible to hold office.

#### B. Grandfather Clause

1. In accordance with the PALI Bylaws: Any officer serving at the time these bylaws are adopted who maintains a permanent residence outside Pennsylvania shall be permitted to continue in office and remain eligible for re-election to any board position, provided their service is uninterrupted. If such an officer's service ends for any reason (e.g., not re-elected, resignation, or a break in service), the exemption shall no longer apply, and they must meet the residency requirement to hold office in the future.

#### C. Only full members in good standing shall be eligible to nominate a member in good standing to run for office.

#### D. The Executive Secretary shall check all nominating members to ensure they are in fact in good standing prior to accepting their nomination for any office.

#### E. Should a member make a nomination and not be in good standing, the Executive Secretary shall immediately notify the Secretary and the President and that nomination shall not be counted.

#### F. Once the nominations have closed, the President shall send an email to the membership advising them that there was (x) number of nominations that could not be counted due to the proposed nominee member not being in good standing.

1. The President shall not disclose the name of the member not in good standing to the membership.
2. The President shall prepare a report to the Board of Directors documenting the name(s) of the member(s) not in good standing who were nominated as well as the name(s) of the members nominated.

## 15.4 ELECTION PROCEDURE

A. The Current President shall open the floor for nomination from the full membership on candidates for a total of 14 positions eligible to be filled by voting. The positions are:

1. President
2. 1<sup>st</sup> Vice President
3. 2<sup>nd</sup> Vice President
4. Secretary
5. Treasurer
6. Six Regional Directors- one each in Region 1,2,3,4,5 and 6
7. Three Directors at Large- one each in Regions 1&2, 3&4 and 5&6

B. Nominations and Elections Timeline

1. Call for Nominations
  - a. The call for nominations shall be conducted in November of each election year.
2. Opening/Closing of Nominations.
  - a. The President shall open the nomination period on the second Sunday of November at 12:00 AM (midnight) and keep nominations open for seven consecutive days, closing at 11:59 PM on the following Saturday.
    - 1) *Example (illustrative only): If the second Sunday falls on November 9, nominations run from Sunday, Nov 9 at 12:00 AM through Saturday, Nov 15 at 11:59 PM.*
3. Eligibility Verification.
  - 1) The Secretary or designee shall verify that all nominees are members in good standing as defined by the Bylaws.
    - 1) Any nominee not in good standing as of the close of the nomination period is disqualified from running for, or being voted into, office.

4. Publication of Qualified Nominees.

- a. Within 48 hours after nominations close, the President shall publish to the membership the list of qualified nominees for each position.

5. Candidate Outreach Period.

- a. Qualified nominees shall have one (1) week to solicit votes from the membership.
- b. Candidates may use the PALI Listserv and other PALI-specific electronic media for outreach in accordance with PALI policies.
  - 1) nominated candidates shall be allowed one post on the listserv describing their experience and why they would make a good choice for the position they are running for.

C. Voting Window

- 1. The President shall open voting on the fourth Sunday of November at 12:00 AM (midnight) and close voting at 11:59 PM on the following Saturday. The opening of voting shall be accompanied by an email to the membership with voting instructions.

- a. *Example (illustrative only): If the fourth Sunday falls on November 23, voting runs from Sunday, Nov 23 at 12:00 AM through Saturday, Nov 29 at 11:59 PM.*

- D. During that 7-day period, all full members in good standing shall have the privilege of casting their vote for any candidate they desire.
- E. As per the bylaws, all full members in good standing of the Association shall be equal with respect to voting privileges. No other type of membership shall have the right or privilege to vote.
- F. Members in good standing shall be allowed to vote for one person per position for a total of 14 votes cast.
- G. Once the voting period has closed, the Executive Secretary shall tabulate all the votes for each of the fourteen positions and provide that list to the current President and current Secretary.

- H. The Current President shall announce the winning candidates to the membership via email.
- I. All members winning the elections shall take their positions on January 1 of the upcoming year.
- J. Hence every odd year December there shall be an election and every even year January 1 elected officials shall take office.

#### 15.5 TIES:

- A. In the event of a tie, the President, upon announcing the winners of the other races shall announce the tie and ask the membership to vote for one of the members tied for that position.
- B. Members shall have 2 days (or 48 hours), to cast their tie-breaking vote.
- C. The Executive Secretary shall tabulate the results and provide them to the President and Secretary.
- D. The Current President shall announce the winning candidates to the membership.
- E. Should it be necessary, this tie-breaking process shall continue until there is a clear winner.

#### 15.6 LENGTH OF OFFICE:

- A. As per the PALI Bylaws, Officers shall be elected by secret ballot for a term of two (2) years by a majority vote conducted via e-mail ballot of the membership.

#### 15.7 POSTING OF NAMES and NOTIFICATION:

- A. The President shall direct the Executive Secretary to update the website and any PALI Stationary of forms with the current list of elected officials.

The Treasurer shall update any Bank Signator cards with the updated Officer information where necessary and remove all other names of outgoing officers from all accounts.

- B. The Treasurer shall be responsible for collection of credit / debit cards that may be in the possession of any outgoing officers.
- C. The Treasurer shall also send a formal letter to all banking institutions notifying them of the change of Directors and advising the institution the outgoing members no longer have the authority to conduct business on behalf of PALI.

#### 15.8 POSTING OF NAMES and NOTIFICATION:

- A. As per the PALI Bylaws, the current version of Robert's Rules of Order, on all points not specifically provided for in this Policy or Bylaws, shall govern all proceedings of the Association.