

# THE CLAYTON E. MONEYSMAKER AMERICAN LEGION POST 237

## DEPARTMENT OF ALABAMA

### STANDARD OPERATING PROCEDURES

#### ELECTION OF OFFICERS

**JULY 1, 2024**

**Purpose:** Provide the Post 237 Executive Committee and the membership knowledge of the planning and execution of the election of Post 237 officers.

**Scope:** This SOP applies to all of the facets of the planning and execution of the election of Post 237 officers.

**Authority:** American Legion Officer's Guide and the Constitution and By-Laws of the Clayton E. MoneyMaker American Legion Post 237, Department of Alabama, dated November 21, 2022.

#### **References:**

The American Legion 2024 Officer's Guide

The Constitution and By-Laws of the Clayton E. MoneyMaker American Legion Post 237, Department of Alabama, dated November 21, 2022.

A. **APPOINTMENT OF NOMINATING COMMITTEE:** Per ARTICLE VI, SECTION 8 of the Post 237 By-Laws, at the Post general membership meeting in March the Commander shall appoint a Nominating Committee. The committee will be comprised of at least two members.

B. **NOMINATING COMMITTEE MISSION:** Develop a list of Post 237 Legionnaire members desiring to be nominated for the following Post Legionnaire offices:

- Commander
- First Vice Commander
- Second Vice Commander
- Third Vice Commander
- Finance Officer:

**NOTE:** Per Article VI, Section 8 of the Post 237 Constitution, the Finance Officer shall be elected for a term of three years. At the conclusion of this three year term, nominees for the Finance Officer position will be solicited.

- Chaplain
- Historian
- Sergeant-At-Arms
- Three Year Trustee

**C. PLAN OF EXECUTION TO OBTAIN NAMES OF LEGIONNAIRE MEMBERS DESIRING TO BE NOMINATED FOR OFFICER POSITIONS:**

1. Following the March general membership meeting the Nominating Committee will send a Post 237 mass email with a prepared verbiage (Appendix A) announcing that Legionnaire members in good standing desiring to be nominated for the above identified offices should make their desire known.

**NOTE:** This email will be sent out weekly prior to the April general membership meeting when nominees will be announced.

2. The email will state that interested members can submit their names for nomination by the following methods:

- Come to Post 237 and print their name next to the above identified officer position they desire to be nominated for on the American Legion Post 237 Officer Nominee Sign-Up List (Appendix B). This list will be posted on the wall between the Adjutant and Finance Officer's office.

**NOTE:** The list will be prepared and posted on/about the day the mass email is sent.

- Telephone Post 237 Adjutant at (256) 397-3659 to provide their name as a nominee for a specific office. The Adjutant will in turn provide this name to a member of the Nominating Committee who will add this name to the sign-up list.
3. In the April Post 237 Roll Call newsletter an article (Appendix C) will advertise the election, the officer nomination process and notify prospective nominees about the sign-up list.

#### **D. ACTIONS AT THE APRIL GENERAL MEMBERSHIP MEETING:**

The following actions will occur during the April general membership meeting pertaining to the officer's nomination process:

1. The chairman of the Nominating Committee will read to the membership the names of each Legionnaire who has expressed a desire to be nominated for each respective office.

**NOTE:** A read ahead copy of the American Legion Post 237 Officer Nominees (Appendix D) will be presented to the Commander before the meeting commences.

2. The Commander announces the names of those Legionnaires who have expressed their desire to be a nominee for a specific office, beginning with the Commander and concluding with the Three Year Trustee.

- After the Commander reads each of the names of the Commander nominees obtained by the Nominating Committee, the Commander will ask the nominees if they accept the nomination. This process will continue for all of the other offices.
- After each nominee for each office accepts the nominations, their names will be annotated on the nominee's whiteboard by a member of the Nominating Committee.
- After all Nominating Committee nominees have been identified for each office the Commander will ask the membership if there are any nominations from the floor for each office. If so, the nominees will be asked by the Commander if they accept the nomination. If they accept, their names are also annotated on the whiteboard.
- The Commander or Adjutant will inform all officer nominees running for election that they have the right to request a member of their choosing to be present during the ballot count following the election **as an observer only**.
- Following the meeting, the nomination whiteboard will be posted in the social quarters by the karaoke stage for display until the day of the election of officers in May.

#### **E. ELECTION OF OFFICERS IN MAY:**

1. The Adjutant is responsible for coordinating all of the required actions to prepare for the election of officers that will occur on the third Monday in May.

2. Required actions by the Adjutant prior to day of election:

- Advertise by all means available to the membership that the election of officers will occur from noon to 6:00 pm on the third Monday in May (Appendix E)

- Prepare the Official Election Ballot (Appendix F)
- Identify 3-4 member volunteers to man the election table
- Prepare an Election Volunteer's Instructions to be given to all election table volunteers (Appendix G)

**NOTE:** Election volunteers cannot be officer nominees

- Prepare a Member Sign-In List (Appendix H)
- Prepare an Address Change list (Appendix I)
- Prepare an Officer Election Results (Appendix J)
- Prepare a list of 3-4 volunteers (not officer nominees) to assist the Adjutant count ballots after the election

### 3. Required actions by the Adjutant prior to noon on the day of the election:

- Adjutant will move the following items from their office to the ballroom:

1. Election ballot box
2. Post 237 membership register
3. Election ballots
4. Election Volunteer Instructions
5. Member sign-in list
6. Address change list,
7. Sharpened pencils

### 4. Required actions during the election (noon-6:00 pm):

- Election table volunteers will ask each voting member to present their Post 237 membership card, visually inspect it to verify it is that member's card and that the person is a member in good standing
- Locate the member in the membership register and verify that all listed information for that member is accurate. If the member's address is incorrect, have them fill in the information on the address change list
- Have the member provide their name and email address on the officer's election sign in list

### 5. Required actions after the conclusion of the election from 6:00 pm-7:00 pm:

- Move the ballot box to a private room for counting
- Assemble the volunteer ballot counters in that room
- Each ballot counter will count all of the ballots and annotate their vote totals on their Officer Election Results

- After all ballots have been counted, the Adjutant will verify that ballot totals from ballot counters for all nominees are the same. If not the same, the Adjutant will instruct the ballot counters to recount the ballots for the nominees where there was a vote disparity
- After vote disparities have been resolved, all ballot counters will verify the vote totals by signing and dating each of the ballot counters Officer Election Results
- The Adjutant will then annotate on a blank Officer Election Results the vote totals for all officer nominees as well as vote totals for write in candidates. Once done, each ballot counter will sign and date this form

**NOTE:** Prior to the counting of ballots, the Adjutant will inform all officer nominees that if they choose to do so they can have a member of their choice present during the counting of ballots. This member will remain silent throughout the counting of the ballots and will not touch the ballots.

6. Required actions prior to the May general membership meeting:

- Adjutant will provide to the Commander a copy of the Officer Election Results to be read during the meeting

7. Required actions after the May general membership meeting:

- Adjutant will place all completed ballots in a sealed envelope and mark the envelope that it will be opened in fifteen (15) days from the date of the election
- Fifteen (15) days following the election the Adjutant will destroy all ballots
- Adjutant will post in the social quarters a copy of the Officer Election Results

**F. JUNE GENERAL MEMBERSHIP MEETING:**

- At the June general membership meeting those Post 237 Legionnaires who were elected to office during the May election will be officially installed
- Following the meeting, the Adjutant will add the names on the officer's board in the social quarters of all new officers who were elected

Any amendment to the Post 237 Constitution or By-Laws, which conflicts with any provision(s) of this SOP, shall automatically repeal and modify this SOP to the satisfaction of such conflict.

## **AMERICAN LEGION POST 237 OFFICER'S ELECTION**

The American Legion Post 237 Legionnaire officer's election will be conducted on May 20, 2024. Nominations of Post 237 members in good standing are being accepted for the following officer positions:

- Commander
- First Vice Commander
- Second Vice Commander
- Third Vice Commander
- Chaplain
- Historian
- Sergeant-At-Arms
- Three Year Trustee

If you are interested in submitting your name as a nominee for one of these officer positions, please do so by one of the following methods:

1. Come to Post 237 and put your name on the officer nominee sign-up list located on the wall between the Adjutant and Finance Officer's offices. Print your name to the right of the office to which you are seeking nomination.
- or
2. Telephone Adjutant Mary McCoy at (256) 397-3659 and provide her with your first and last name and the office to which you would like to be a nominee.

Nominations will be accepted until 7:00 pm on April 15.

You are encouraged to help Post 237, the largest membership Post in Alabama, as an officer.  
Submitted by: Post 237 Nominating Committee

**AMERICAN LEGION POST 237 OFFICER NOMINEE SIGN-UP LIST**

**OFFICER POSITION**

**NOMINEE NAME**  
**(Please Print)**

**COMMANDER**

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**FIRST VICE COMMANDER**

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**SECOND VICE COMMANDER**

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**THIRD VICE COMMANDER**

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**CHAPLAIN**

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**HISTORIAN**

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**SERGEANT-AT-ARMS**

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**THREE YEAR TRUSTEE**

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## **IT'S ELECTION TIME**

The American Legion Post 237 Legionnaire officer's election will be conducted from noon to 6:00 pm on May 20, 2024, in the Post ballroom. Post 237 Legionnaire members are encouraged to vote.

Nominations of Post 237 members in good standing are being accepted for the following officer positions:

3. Commander
  - First Vice Commander
  - Second Vice Commander
  - Third Vice Commander
  - Chaplain
  - Historian
  - Sergeant-At-Arms
  - Three Year Trustee

If you are interested in submitting your name as a nominee for one of these officer positions, please do so by one of the following methods:

1. Come to Post 237 and put your name on the officer nominee sign-up list located on the wall between the offices of the Adjutant and Finance Officer. Print your name to the right of the office to which you are seeking nomination.

or

2. Telephone Adjutant Mary McCoy at (256) 397-3659 and provide her with your first and last name and the office to which you would like to be a nominee.

Nominations will be accepted until 7:00 pm on April 15.

You are encouraged to help Post 237 continue to achieve its goals by becoming an officer.

Submitted by: Post 237 Nominating Committee



**AMERICAN LEGION POST 237 OFFICER NOMINEES**

**OFFICER POSITIONS**

**OFFICER NOMINEES \***

**COMMANDER**

**JERRY PHELPS**

**1ST VICE  
COMMANDER**

**DAVID LADNER**

**2ND VICE  
COMMANDER**

**TOM PAONE**

**3RD VICE  
COMMANDER**

**BOB WASNIEWSKI**

**CHAPLAIN**

**BILL POND**

**HISTORIAN**

**KEN CARPENTER**

**SERGEANT-AT-  
ARMS**

**CODY KLINNER**

**THREE YEAR  
TRUSTEE**

**JOHN SZELICH  
BRAD MAYO  
RUDY COWE**

**AMERICAN LEGION**  
**POST 237**  
**LEGIONNAIRE'S**  
**OFFICER'S ELECTION**

**WHEN: MAY 20, 2024**

**TIME: NOON-6:00 PM**

**WHERE: BALLROOM**

**(BRING YOUR MEMBERSHIP CARD)**

APPENDIX E

**CLAYTON E. MONEYMAKER AMERICAN LEGION POST 237**  
**OFFICIAL ELECTION BALLOT 2024**

**Voting Instructions: Vote for ONLY one candidate for each office by marking an X to the left of the name. For write-in candidates: Print the name on the blank line and mark an X to the left of the name. Only one write-in candidate for each office. Voting for more than one candidate for an office will void the ballot.**

**CANDIDATES FOR OFFICE:**

**WRITE-IN CANDIDATES FOR OFFICE:**

**COMMANDER:**

**COMMANDER WRITE-IN:**

\_\_\_ BILLY HEATHERLY

\_\_\_ \_\_\_\_\_

**1<sup>ST</sup> VICE COMMANDER:**

**1<sup>ST</sup> VICE COMMANDER WRITE-IN:**

OPEN

\_\_\_ \_\_\_\_\_

**2<sup>ND</sup> VICE COMMANDER**

**2<sup>ND</sup> VICE COMMANDER WRITE-IN:**

\_\_\_ TOM PAONE

\_\_\_ \_\_\_\_\_

**3<sup>RD</sup> VICE COMMANDER:**

**3<sup>RD</sup> VICE COMMANDER WRITE-IN:**

\_\_\_ RUDOLPH (RUDY) COWE

\_\_\_ \_\_\_\_\_

**FINANCE OFFICER:**

**FINANCE OFFICER WRITE-IN:**

\_\_\_ DELBERT (BUD) PAGAKIS

\_\_\_ \_\_\_\_\_

**CHAPLAIN:**

**CHAPLAIN WRITE-IN:**

\_\_\_ JERRY CREEL

\_\_\_ \_\_\_\_\_

**HISTORIAN:**

**HISTORIAN WRITE-IN:**

\_\_\_ MICHAEL KINNEY

\_\_\_ \_\_\_\_\_

**SERGEANT-AT-ARMS:**

**SERGEANT-AT-ARMS WRITE-IN:**

\_\_\_ GERRY FRANK

\_\_\_ \_\_\_\_\_

**3 YEAR TRUSTEE:**

**3 YEAR TRUSTEE WRITE-IN:**

\_\_\_ JOHN MURPHY

\_\_\_ \_\_\_\_\_

APPENDIX F

**POST 237 OFFICER'S ELECTION**  
**20 MAY 2019**  
**ELECTION VOLUNTEER'S**  
**INSTRUCTIONS**

- Election Volunteers/Duty Hours:

**ELECTION TABLE**

John Carson/Santiago Tijerina: 1200-1400 hrs

Ken Reisenweber/Earl Hokanson: 1400-1600 hrs

Mary McCoy/Tom Hartley: 1600-1800 hrs

**TABULATION OF BALLOTS**

**(In card room Immediately following conclusion of election)**

Tom Hartley/Lea Pinkerton/Nick Jones/Mary McCoy

- Election Balloting: 1200-1800 hours, 20 May 2019 in ballroom
- Visually check each voter's Post 237 membership card: **Must be 2019 membership card.** (If membership card shows 2018 or earlier date, inform them they need to renew membership for 2019 in order to vote)
- Verify voter's address is same as in membership roster---if different---Annotate voter's first and last name/member ID #/correct address on address change sheet
- Have voter print first and last name and email address on sign-in sheet (if asked why providing email address: To send them periodic email blasts about Post events)
- Provide voter election ballot and pencil: Instruct them to place completed ballot in white ballot box

**CLAYTON E. MONEYSMAKER AMERICAN**  
**LEGION POST 237**  
**OFFICER'S ELECTION**  
**20 MAY 2019**

**NAME (Please Print)**

**EMAIL ADDRESS**

1.	_____
2.	_____
3.	_____
4.	_____
5.	_____
6.	_____
7.	_____
8.	_____
9.	_____
10.	_____
11.	_____
12.	_____
13.	_____
14.	_____
15.	_____
16.	_____
17.	_____
18.	_____
19.	_____
20.	_____
21.	_____
22.	_____
23.	_____
24.	_____
25.	_____



## APPENDIX I

**CLAYTON E. MONEYSMAKER**  
**AMERICAN LEGION POST 237**

**OFFICER ELECTION RESULTS**

**ELECTION DATE: 20 May, 2019**

**COMMANDER:**

BILLY HEATHERLY: \_\_\_\_\_

WRITE IN: \_\_\_\_\_

WRITE IN: \_\_\_\_\_

WRITE IN: \_\_\_\_\_

**FIRST VICE COMMANDER:**

WRITE IN: \_\_\_\_\_

WRITE IN: \_\_\_\_\_

WRITE IN: \_\_\_\_\_

**SECOND VICE COMMANDER:**

TOM PAONE: \_\_\_\_\_

WRITE IN: \_\_\_\_\_

WRITE IN: \_\_\_\_\_

WRITE IN: \_\_\_\_\_



**THIRD VICE COMMANDER:**

RUDOLPH (RUDY) COWE: \_\_\_\_\_

WRITE IN: \_\_\_\_\_

WRITE IN: \_\_\_\_\_

WRITE IN: \_\_\_\_\_

**FINANCE OFFICER:**

DELBERT (BUD) PAGAKIS: \_\_\_\_\_

WRITE IN: \_\_\_\_\_

WRITE IN: \_\_\_\_\_

WRITE IN: \_\_\_\_\_

**CHAPLAIN:**

JERRY CREEL: \_\_\_\_\_

WRITE IN: \_\_\_\_\_

WRITE IN: \_\_\_\_\_

WRITE IN: \_\_\_\_\_

**HISTORIAN:**

MICHAEL KINNEY: \_\_\_\_\_

WRITE IN: \_\_\_\_\_

WRITE IN: \_\_\_\_\_

WRITE IN: \_\_\_\_\_

**SERGEANT-AT-ARMS:**

GERRY FRANK: \_\_\_\_\_

WRITE IN: \_\_\_\_\_

WRITE IN: \_\_\_\_\_

WRITE IN: \_\_\_\_\_

**3 YEAR TRUSTEE:**

JOHN MURPHY: \_\_\_\_\_

DENNIS ATKINS: \_\_\_\_\_

WRITE IN: \_\_\_\_\_

WRITE IN: \_\_\_\_\_

WRITE IN: \_\_\_\_\_

VERIFIED BY: \_\_\_\_\_ DATE

VERIFIED BY: \_\_\_\_\_ DATE

VERIFIED BY: \_\_\_\_\_ DATE

VERIFIED BY: \_\_\_\_\_ DATE