The Japanese American Citizens’ League (JACL) *Nominations and Election Guidelines* have been developed by the National Nominating Committee for National Officers to provide important information for candidates seeking National Office. Additional information not covered by these *Guidelines* may also be found in the *JACL Constitution and Bylaws*, the *Standing Rules and Procedures on the Nomination and Election of Candidates in an Annual Convention System*, and the current version of *Robert’s Rules of Order, Newly Revised*.

**The National Nominating Committee for National Officers (Nominations Committee)**

The Nominations Committee of the JACL was established in Article XI of the *JACL Constitution* and its role and responsibilities defined in Article VIII, Sections 1 and 2 of the *JACL Bylaws*.

The composition of the Nominations Committee consists of:

* A Chairperson appointed by the National President
* One (1) member of the National Youth/Student Council
* One (1) representative from each of the District Councils

(Ref: *Bylaws*, Article VIII, Section 1 (a))

The Nominations Committee seeks out qualified candidates for the following National Offices:

* National President
* Vice President for General Operations
* Vice President for Public Affairs
* Vice President for Planning and Development
* Vice President for One Thousand Club, Membership and Services
* Secretary/Treasurer**\***
* National Youth/Student Chairperson
* National Youth/Student Representative

(Ref: *Constitution*, Article X, Section 1 and 3)

**\*NOTE**: *Constitution*, Article X, Section 1 states that, *“…the Secretary/Treasurer shall be held by a person with a working knowledge of accounting including analysis of financial statements.*”

The responsibilities of the Nominations Committee are:

* **All members are** **present** at the National Convention and **not** a candidate for National Office (Ref: *Bylaws*, Article VIII, Section 1 (a));
* **Members are** **barred** **from campaigning** for candidates, but may be a Voting Delegate;
* ***Candidate Application Forms* are** **accepted** **after the end** of the *non-election year National Convention* and **ending no later than sixty (60) days prior** to the opening of the National Convention (Ref: *Bylaws*, Article VIII, Section 1 (b));
* **Applications are** **reviewed for compliance** with these *Guidelines* and other supporting documentation, publish all qualified candidates, and notify the District Council and Chapters (Ref: *Bylaws*, Article VIII, Section 1 (b));
* **Meet the day** **before** **the National Council** first convenes to prepare a slate of candidates (Ref: *Bylaws*, Article VIII, Section 1 (e));
* **May name** **a candidate** **for office** other than that for which submitted, provided that consent is obtained (Ref: *Bylaws*, Article VIII, Section 1 (e));
* **Meet with the candidates** **and their campaign managers** to explain the *Nominations and Election Guideline* and for any further discussion pertaining to the election process;
* **Issue and post publicly** **the *Addendum to the Nominations and Election Guidelines*** listing the dates, times and places of the Nominations Committee’s activities;
* **The National Officers shall be elected by ballot** at the final business session of the National Convention in the “even numbered” years (Ref: Bylaws, Article VIII, Section 2).

# Application Guidelines for Candidates:

## All Completed *Candidate Application Forms* must be *postmarked or time stamped before midnight*, May 11, 2024 by 11:59 PM Hawaiian Time (Ref: *Bylaws*, Article VIII, Section 1 (b)).

## Applicants must be members in good standing with the National JACL.

## Mailed or emailed completed *Candidate Application Forms* to: National JACL Nominations and Election Committee, Japanese American Citizens League, 1612 K St NW, Suite 1400, Washington, DC 20006 or [convention@jacl.org](mailto:convention@jacl.org)

## Applicants are restricted from campaigning until the *Candidate Application Form* has been reviewed *and* the applicant informed that they are a Candidate for National Office.

## Applicants for National Youth/Student Council (NY/SC) office must meet all youth/student criteria (Ref: *Bylaws*, Article I, Section 4).

## Applications filed after the date stated in Part I, Article A, will be reviewed the day before the first National Council meeting (Ref: *Bylaws*, Article VIII, Section 1 (c)).

## Floor Nominees complete the *Candidate Application Form* and obtain the endorsement of “… *each candidate’s duly elected Chapter President or credentialed Chapter Delegate and of four (4) credentialed JACL chapters that are present at the National Council*.” (Ref: *Bylaws*, Article VIII, Sec. 1 (c))

## For NY/SC positions from the Floor, the *Candidate Application Forms* may be signed by the Youth/Student Representative or official Youth/Student Council proxy.

# Campaign Guidelines for Candidates and Campaign Organizations

## Endorsement:

### Delegates reserve the *right to refuse* to endorse and commit to a Candidate.

### Delegates reserve the *right to change* their prior endorsement.

### Candidates are responsible for their volunteers and representative’s actions towards any Delegate or individual when soliciting endorsements and votes.

### *Inappropriate behaviors, such as, bullying, harassment, and intimidation, prior to the election of National Officers is prohibited*.

### Campaigns that violate the Guidelines will be investigated by the Nominations Committee and a report submitted to the National Board or National Council.

### No group or individual's name may be used without their explicit permission.

### The NY/SC as a whole may endorse a Candidate and are subject to the Guidelines as stated in Part II.

### District Councils may not endorse Candidates for National Office.

### Endorsement from individual JACL Chapters or non-JACL organizations are subject to the Guidelines as stated in Part II.

## Campaign Expenses:

### Campaign expenses, direct, indirect, and specified subsidized activities, include but are not limited to campaign literature, buttons, banners, hospitality receptions, telephone, mailing expenses and paid advertisements in the *Pacific Citizen*.

#### All travel expenses are not included as part of campaign expenses.

#### Any activity held exclusively for a Candidate or a specific group of Candidates by a third party shall be considered a campaign expense.

### Campaign donations, direct, indirect, and in-kind, include but are not limited to items listed in Part II, Article B (1);

### All in-kind donations are assessed at fair market value.

### The full cost of any shared expense, defined as campaign material used by multiple candidates, must be counted towards the expenditure limit even if only a fractional cost was actually incurred by the candidate. Shared expenses include third party expenses.

### Candidates, who file by the deadline as stated in Part I, Article A, will be allowed to spend up to $2,500 for their direct and indirect campaign expenses.

### Candidates, who file after the deadline as stated in Part I, Article A, will be allowed to spend up to $1,500 for their direct and indirect campaign expenses.

### All donations and expense limits will be enforced by the honor system.

# *Pacific Citizen*:

## All present National and District Officers and committee chairs shall refrain from submitting articles to the *Pacific Citizen*, which endorse or support a specific candidate.

## The *Pacific Citizen* shall not run free ads or articles for or by candidates and all paid ads by candidates shall be within the bounds of the total spending limit.

## Pre-convention coverage of candidates will be limited to those individuals, accepted by the Nominations Committee and who file by the deadline as stated in Part I, Article A.

## The Nominations Committee will be responsible for the issuance of press releases, candidates’ platform statements and articles on candidates for national office.

# Nominations and Election at National Convention:

## Candidates for National Office must attend the National Convention.

## Participation in the nomination process is mandatory.

## Participation in the Candidates' Forum and related electoral events is recommended.

## Five (5) minutes shall be allotted to each candidate for their nominating, seconding and acceptance speeches.

## The Chair may extend time

## The election will be held *at the time, date, and location as adopted by the National Council*.

# Candidates’ Forum and Related Events:

## The Nominations Committee is responsible for the format of the Candidates' Forum.

## The Nominations Committee is responsible for any additional events it deems necessary.

# District Council Caucus:

## The Nominations Committee will provide pertinent information to all Candidates regarding the meeting time and place for all District Council Caucuses.

## District Governors will be responsible for their caucus.

## The Nominations Committee reserves the right to monitor all District Council Caucuses for compliance with the *Nominations and Election Guidelines*.

# Voting Procedures:

## Delegates report to the voting room at the time and date as adopted by the National Council in the National Convention Agenda (Ref: Article VIII, Section 2).

## The Credentials Committee shall provide a complete list of voting delegates and authorized proxies by midnight, the day before the election of National Officers.

## The credentials of all Delegates that report to the Voting Room will be verified.

## A Chapter that has more than one Delegate and/or Alternate Delegate is responsible for coordinating which representatives will be casting the Chapter's vote.

## The *first two verified* Chapter Delegate(s) and/or Chapter Alternate Delegate(s) reporting to the Voting Room are the Chapter's designated voters.

## Each Chapter and Youth/Student Representative shall receive two ballots.

## Each ballot shall be counted as ½ (one-half) vote.

## Only Voting Delegates, members of the Nominations Committee, and personnel associated with the Nominations Committee shall be allowed in the Voting Room.

## Campaigning and campaign literature in the Voting Room and designated area around the Voting Room will not be allowed.

## List exclusively the names of the Candidates for National Office in alphabetical order on the ballots.

## After voting, the Delegate will submit their ballot to the Nominations Committee and promptly vacate the Voting Room.

## Once polls close, only the Nominations Committee and personnel associated with the Nominations Committee will remain in the Voting Room to tally the ballots.

## The Nominations Committee Chair will announce and post the results of the election.

## Candidates must receive a majority of the total number of ballots cast (50% plus ½ votes) to be elected.

## If there are more than three candidates for an office with no majority, the top two candidates with the most votes will be in a run-off election and the Voting Room reopened.

## If there is a tie in the run-off, the election will continue until there is a winner.

## All ballots shall be counted as part of the total ballots cast.

## No write-in candidates are allowed to be written on any election ballot.

## Any ballot that contains a write-in candidate vote for a specific National Office will have that vote considered an illegal vote.

## All illegal votes shall be tabulated in accordance to Article XVII of the JACL *Bylaws*.

## Thereafter, absent any challenge to the election process, the ballots and the completed *Candidate Application Form* for National JACL Office will be destroyed

## The newly elected National Officers shall assume their official duties after being administered the oath of office.