

MDFAWL 2020 ELECTION PROTOCOLS

A. Nominations

1. The Nomination Forms, in a format consistent with Article IX, Section 1, of the Bylaws of the Dade County Chapter of the Florida Association for Women Lawyers (“***Bylaws***”), will be available on Friday, April 3, 2020.
2. The Nomination Forms are due via email to the Elections Committee to (elections@mdfawl.org) by 5:00 p.m. EST on Thursday, April 9, 2020. Each Miami-Dade FAWL (“***MDFAWL***”) member submitting a Nomination Form must be nominated by six (6) MDFAWL members in good standing, meaning that membership dues of nominating members must be current.
3. The Elections Committee shall review the Nomination Forms to confirm the qualifications of each candidate (“***Candidate***”). Should the Elections Committee determine that one or more of the six (6) persons nominating a member for candidacy is not a member in good standing, the Elections Committee shall notify the Candidate submitting the Nomination Form of the deficiency. The Candidate is entitled to a 24-hour period from when the notice of deficiency is sent to remedy the deficiency and resubmit a Nomination Form.
4. A Candidate must be a MDFAWL member in good standing, meaning that membership dues of the Candidate must be current, the Candidate must be in good standing to practice law by the state of Florida or another state bar, and the Candidate must be otherwise eligible to run for office pursuant to the Bylaws.
5. No later than Monday, April 13, 2020, the Elections Committee shall transmit the names of the Candidates who are eligible to run for a position (the “***Candidate List***”) to MDFAWL’s Officers and Board of Directors and to each Candidate.
6. A Candidate may withdraw from consideration at any time prior to Wednesday, April 22, 2020, at 5:00 p.m. EST by notifying the Elections Committee via email to (elections@mdfawl.org).
7. If more than one Candidate seeks the same position, creating a contested election, then the Elections Committee must follow the procedures below governing Ballots, Count, MDFAWL’s Website, and Campaigning.

B. Ballots

1. The Elections Committee shall cause an electronic election ballot (“***Ballot***”) to be delivered to each member eligible to vote (member eligibility to vote is set forth in the Bylaws). The Ballots will be delivered electronically by a web-based voting service (“***Internet Voting Service***”), or by other means approved by a majority of the Elections Committee, by 5:00 p.m. EST on Friday, May 1, 2020.

2. Each Ballot shall contain the name of each Candidate on the Candidate List who is running for a contested position, and shall identify each contested race. A Candidate running for an uncontested position shall not be listed on the Ballot.
3. Ballots will be accepted through an Internet Voting Service or by other means that a majority of the Elections Committee approves.
4. The deadline to cast Ballots shall be 5:00 p.m. EST on Friday, May 1, 2020 (“***Voting Deadline***”). Ballots will not be accepted after the Voting Deadline unless the deadline is waived by a two-thirds majority of the Officers and the Board of Directors.

C. The Count

1. After 5:00 pm EST on the Voting Deadline, the Elections Committee shall count the Ballots submitted by the membership (the “***Count***”).
2. The Elections Committee shall designate the time and place for conducting the Count. All Ballots shall be counted during the Count.
3. The Elections Committee may retain a third party, including an Internet Voting Service, to conduct the Count.
4. A Ballot that does not comply with the instructions thereon will not be counted.
5. If more than one Ballot is received from a single member, all Ballots received from that member will not be counted and will be discarded and treated as void.
6. The Elections Committee shall resolve any dispute arising from the invalidation of any Ballots or the need to reconcile the Count.
7. The Elections Committee shall certify the Count and inform MDFAWL’s Officers, and the President or President-Elect shall inform the Board of Directors and the Candidates, of the results no later than 24 hours after the Voting Deadline, i.e., on or before 5:00 pm EST on Saturday, May 2, 2020.
8. A Candidate may request an appeal of the Count via email to the current MDFAWL President to (president@mdfawl.org), no later than three (3) days after the Count has been certified, i.e., on or before 5:00 pm EST on Tuesday, May 5, 2020.
9. Within five (5) days of receipt of an appeal of the Count in writing via email, the current MDFAWL President shall call a meeting of the current Officers and the Board of Directors, who shall decide by a majority the manner in which the appeal will be handled and within 24 hours shall notify the appellant of the Officers and the Board of Directors’ decision. If the appellant is a current Officer or current member of the Board of Directors, the appellant shall be permitted to

address the Officers and Board of Directors at the meeting, but shall be excluded from participation in the deliberations and vote.

D. MDFAWL's Website Elections Page

1. The Elections Committee may oversee the establishment of a page on the MDFAWL Website (www.mdfawl.org), which will inform the membership of the Elections rules, voting instructions, and critical deadlines ("**Elections Page**"). This Elections Page may also contain instructions regarding the Nomination process and deadlines, as well as the other election protocols stated above.
2. The Elections Committee may also establish a page to inform membership of the identity and qualifications of each Candidate ("**Candidates Page**").
3. Following submission of a Nomination Form, and no later than Friday, April 10, 2020, at 5:00 p.m. EST, a Candidate may submit a statement of that Candidate's identity and qualifications ("**Candidate's Statement**"). The Candidate's Statement may not exceed 250 words. The Candidate's Statement may include a headshot ("**Headshot**").
4. The Candidate's Statement and/or Headshot shall be submitted to the Elections Committee via email to (elections@mdfawl.org) by Friday, April 10, 2020, at 5:00 p.m. EST. All Candidate's Statements and Headshots received by Friday, April 10, 2020, at 5:00 p.m. EST will be posted to the Candidates Page as soon as practicable, and in any event, on an expedited basis. Any Candidate Statements and/or Headshots received after 5:00 p.m. EST on April 10, 2020, may be posted to the Candidates Page in the ordinary course of website updates. Untimely Candidate Statement and/or Headshot submissions are not entitled to expedited posting to the Elections Page.

E. Campaigning/Enforcement of Procedures

1. A Candidate may not use either the State FAWL or the MDFAWL logo as part of campaign literature/materials (including emails and social media posts), signs, or slogans. Further, a Candidate may not design a personal logo that is substantially similar to either the State FAWL or MDFAWL logo. Substantially similarity will be determined by the Elections Committee at their discretion.
2. The Candidates will be provided with the MDFAWL membership list for campaign purposes only. Candidates are permitted to use the MDFAWL membership list to distribute campaign materials to MDFAWL members until the election results are announced. A Candidate is not permitted to share the membership list with any other individual person or entity for any purpose, including for the purpose of having that individual or entity send out emails on the Candidate's behalf. Once election results are announced, Candidates are no longer permitted to use the MDFAWL membership list to communicate with MDFAWL members concerning the election or for any other purpose not approved by the Board of Directors. A violation of this protocol is enforceable

through Section E(4) below. Candidates are encouraged to be judicious with the volume of communications with the membership, recognizing that many recipients receive hundreds of emails each day.

3. Candidates shall abide The Florida Bar Rules of Professional Conduct and shall not disparage another Candidate's character or competence. Candidates are reminded that MDFAWL is a voluntary bar organization and decorum and respectfulness in the election process are encouraged.
4. Although violations of the MDFAWL Election Protocols are not anticipated, upon a first confirmed violation, the Candidate will be given a first warning by the Elections Committee. Upon a second confirmed violation, the Candidate will be disqualified.