





Membership Criteria, 2019

# Liberian Association of Pennsylvania, Inc.

Abstract

These guidelines are designed for the conduct of free and fair elections of all executive officers and members of the board of directors of the Liberian Association of Pennsylvania.

Liberian Association of Pennsylvania Election Commission

Lapecom2019@gmail.com

1. **2019 General Elections Timeline**

* 1. **MONDAY, JULY 15TH, 2019:** Official announcement of the Elections season by the Elections Commission of the Liberian Association of Pennsylvania (LAPECOM). Application/Registration of candidates opens.
	2. **TUESDAY, JULY 30TH,2019**: Application/Registration of candidates closes at 11:59:59 p.m.
	3. **WEDNESDAY, JULY 31ST - AUGUST 3RD, 2019**: Announcement of qualified candidates.
	4. **SATURDAY, AUGUST 3RD, 2019**: Publication of the official voters’ roll.
	5. **SATURDAY, AUGUST 3RD, 2019:** Elections Commission’s organized debate (Optional).
	6. **SATURDAY, AUGUST 10TH, 2019:** Polls open at 9:00 a.m. and close at 6:00 p.m. Counting/Tallying of the ballots, and official announcement of the results of the elections follows immediately.
	7. **SUNDAY, AUGUST 25TH, 2019:** run-off polling starts at 10:00 a.m. and closes at 6:00 p.m. Counting/tallying of ballots, and announcement of the results of the run-off elections follow immediately.
	8. **FRIDAY, AUGUST 30TH, 2019:** Deadline for Protest investigation and findings.
	9. **SUNDAY, SEPTEMBER 8TH, 2019**: Certification of all winners/elected officers of the 2019 general elections of LAP, Inc.

II. **LAP 2019 Election Guidelines**

Purpose

 The purpose of these guidelines is to provide a set of rules to ensure a free, fair, and transparent conduct of the Liberian Association of Pennsylvania (LAP) general elections of 2019 as contained in Article V Section 4 and Article VI Section 1 of the Constitution of the Liberian Association of Pennsylvania (LAP), Inc.

 These rules and guidelines shall cover and apply to all aspects and activities of the 2019 general elections candidates, campaigns, members of LAP, and voters.

Authority

 Pursuant to Article VI Section 17 of the LAP Constitution, the Election Commission establishes this guidelines and regulations. Consistent with the constitution of LAP’s constitution, the commission shall exercise full and complete authority, interpretation, and jurisdiction over all elections matters and activities. The Elections Commission shall have complete authority over interpreting and enforcing these guidelines.

 The chairman of the Elections Commission or his designate shall be the chief/official spokesperson of the commission.

 Clarification

 All candidates are responsible and must seek clarification on any issue not explicitly addressed in the guidelines. The Elections Commission will communicate responses/answers to all inquiries through its official medium, lapecom2019@gmail.com. All inquiries and, or concerns must be submitted in writing and addressed to the Chairman of the commission.

Amendments

 The Elections Commission may amend these guidelines at any time subject to the approval of the Board of Directors of LAP, Inc. All candidates shall be duly informed and notified of any and such changes within 24 hours of the change.

III. **The Liberian Association of Pennsylvania Election Commission (LAPECOM)**

Membership

 The Elections Commission shall consist of five members, otherwise refer to as commissioners. Officers of the commission are the Chairman, Vice Chairman, and Secretary. The commission shall recruit and utilize the services of other organs and persons in pursuance of its duties and functions when necessary and to ensure the effective and efficient administration of the commission’s functions. However, all such persons recruited must be approved by the president of LAP.

 The elections commission is responsible for publicizing all election activities. The commission shall also seek and acquire assistance from the association and work with the officers of the association when and where needed and required.

 The election commission shall use the services of additional persons in pursuit of its function and activities.

IV. **Candidates**

Eligibility

 Only registered members of LAP (Individual who is at least eighteen years old and is a resident of the Commonwealth of Pennsylvania) shall be eligible to contest the elections in the Association. Members who are delinquent in their membership dues shall not be eligible to contest in the elections. Membership dues shall be determined by the relevant and, or appropriate authorities of LAP, Inc.

 **Each prospective candidate for must application/register with the amount of:**

 Presidential Ticket (President and Vice-president) - $500.00

 Secretary General - $150.00

 Assistant Secretary - $150.00

 Treasurer - $150.00

 General Coordinator - $150.00

 Members of the Board of Directors - $150

 **Registration fees are non-refundable. Registration fees must be paid to the financial committee (financial secretary or the treasurer). All Registration fees must be made payable to “Liberian Association of Pennsylvania ” through Money orders, Cashier Checks, or Cash App. Prospective candidates must obtain from the Financial Secretary or Treasurer, or official designate an official receipt of LAP and attached same to their application as proof of payment of all required application/candidacy related fees.**

 Applications must be completed at the time of submission to the elections commission. Incomplete application package will be denied. Prospective candidates are responsible to ensure that their application package is completed prior to submission. A completed application must include:

1. **Completed application form** (must be signed by applicant candidate);
2. **Proof of Payment of the required application fees as stated above** (Official receipt of LAP, Inc.);
3. **Valid government issued ID** (PA State driver’s license or ID card or other government issued picture ID and proof of address to include but not limited to mails [utility bills, et]);
4. **Statement of Intent**: Each candidate must submit a statement of intent of not more than 500 words including, but not limited to, reasons for contesting, and plans for the community if elected. The presidential and Vice-Presidential candidates shall submit a joint statement of intent.
5. **Petition:** Candidates seeking the offices of executive officers and board of directors must submit a petition. The petition must be signed by ten (10) petitioners who are registered members of LAP and up to date in dues as verified by the Financial Secretary and, or Treasurer. The petitioners must provide full name (printed, signed, and dated), phone number/s and residence address. A petitioner may sign petitions for multiple candidates.

Orientation

 The election shall hold meetings, briefings, consultative sessions with candidates during the electoral process to inform candidates, their supporters, and, or the general membership about guidelines and the electoral process. All candidates, prospective candidates, supporters, and the entire membership of LAP shall be timely informed of any planned/scheduled meetings.

##  V. **Campaigning**

 There shall be no campaigning within 200 meters (240 yards) parameters of any polling site. Violation of elections guidelines will result in disciplinary action(s) by the elections commission. Such disciplinary action(s) may be, but not limited to fines (not exceeding $500 but not less than $100), disqualification, or both in the case of a candidate, or expulsion from the site of occurrence, whether or not the violator has voted.

General

 Candidates/supporters shall not engage in personal attacks against other candidates or their supporters.

 The use of LAP resources or personnel is generally prohibited, except to support the election process, including communication of candidate statements to members.

 **The Elections Commission and, or its officers shall not be used to endorse, support or promote any candidate**. **No property of the elections commission and the Association shall be used by any candidate and, or member for the benefit of any particular candidate and, or party.**

VI. **The Election**

Eligibility

 Only registered members of LAP who have been duly certified and approved by the membership committee and, Financial Secretary and Treasurer of LAP as being in good financial standing as determined by the President and approved by the Board of Directors shall be eligible to contest for office and or vote in the elections.

Voters Roll

 All registered members who are in good financial standing shall constitute the voters’ roll of LAP. All members and prospective members must verify their membership and financial standing with the relevant organs of LAP. These organs include the membership committee and the Treasury and, or the financial secretary.

 The official voters’ roll shall be published on August 3, 2019

Debate

 Debate among contesting candidates shall be held on Saturday, August 3rd. Debate is voluntary.

 Voting/Procedure

 Voting will take place on Saturday, August 10, 2019, from 9 AM to 6 PM. No voter coming a minute after 6 pm will be permitted in the voting queue.

1. Vote: Each voter may vote for one candidate for each office, However, the president and vice president shall be elected on the same ticket.
2. Procedure: Each potential voter must first present at the sign-in table (table 1) where he/she will be identified and verified (present ID). When ID is confirmed by the election officer, the potential voter will sign after his/her name and then proceed to the next table (table 2). At table 2, the potential voter will receive all required ballot/s and initial in front of his/her name before proceeding to vote and drop off the marked ballot/s.

1. Form: All officers shall be elected by a simple majority while the election to the Board shall be determined by the votes won by each candidate. Only the first nine candidates for board membership with the highest votes cast in the general election shall be elected to the board.

1. Ballots: The election ballots will represent each candidate’s picture and full name as it appears on the petition. The order in which the candidates’ names appear on the ballot will be alphabetical by surname.

1. Absentee Ballots: There shall be no absentee balloting.

1. Access: The Chair of the Elections Commission will have sole authority over access to the voting system.

1. Observers: Each candidate is to be represented by not more than two observers/representatives at each polling center. Observers shall not interfere in the voting process. Violator will be expelled from the polling center.

Determination of Winner

1. Tabulation: All Ballots shall be tabulated by the Elections Commission at the polling centers in the presence of observers/representative of the respective candidates. Results will not be announced until all voting is completed.

1. A candidate will be declared the winner of his or her election if he or her:

* 1. Receives a majority of the votes cast for his or her office as president, vice president, Secretary General, Assistant Secretary General, Financial Secretary,

 Treasurer, and General Coordinator.

* 1. Shall be among the nine highest vote cast for the candidates to the Board of Directors.

1. As soon as the election results have been validated by the Elections Commission Central Voting System, the Chair will contact all candidates involved, by email or phone call, to notify them of the result. The detailed results will then be announced the same day of the election. Certification of winners will be done on Sunday, September 8th , 2019.

1. Run-Off: If candidates running for a position have the same number of votes, there shall be a run-off between those candidates; Run-off will take on August 25, 2019.

Grievances

All Grievances related to the election, including issues of elections process and, or results must be filed within 24 hours with the elections commission and address to the Chairman of the Commission. All grievances must be in writing and emailed to the commission the Commission’s official email address at lapecom2019@gmail.com

Penalties

The Elections Commission shall have the power to review infringement upon these guidelines and shall have the discretion to penalize violators.

 Withdrawals

1. **Withdrawals of any application are not refundable.**
2. **Candidate(s) who withdraw from the election process cannot return within 10 days to the election.**
3. **Withdrawals of any application should be made known formally (in writing) and signed by the withdrawer (s).**

 

*Liberian Association of Pennsylvania, Inc.*

Elections Commission

1155 S. 54th Street

Philadelphia, PA 19143

***Cells: 346-317-3549***

***Email: lapecom2019@gmail.com***

**Office of the Secretary**

**STATEMENT OF COMPLIANCE**

As a candidate for election to LAP office in the year 2019, I hereby certify that I have read the 2019 Elections guidelines. I promise to abide by this Guidelines. I will notify and try to correct any supporter whenever I become aware of an actual or potential deviation.

SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please confirm, correct, or provide the information shown below for use by LAP ECOM staff. If your home, work, and/or phone number is not shown, please provide those number(s). If you have an email address that is not shown (and you regularly check your email), please provide it.

**CANDIDATE INFORMATION IS PRINTED ON LAP WEBSITE. PLEASE NOTE ANY INFORMATION YOU DO NOT WANT to be MADE PUBLIC.**

|  |  |
| --- | --- |
|  Name  |   |
|  Office Contesting  |   |
|  Home Address  |   |
|  Home Phone  |   |
|  Cell Phone  |   |
|  Email  |   |

 

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1155 S. 54th Street

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**Office of the Secretary**

**Petition of Candidate**

We, the below named individuals, attesting and affirming legal residency in the Commonwealth of Pennsylvania; and membership of the Liberian Association of Pennsylvania, Inc., do hereby individually, willingly, without force or threat of force promise of any personal favor, physical and otherwise, endorse and petition the candidacy of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the position/office of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the 2019 general elections of the Liberian Association of Pennsylvania, Inc. In testament of this endorsement and petition, we do affix our signatures thereof:

 Name Address Telephone Email Signature /Date

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 **(Page 2)**

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 Name Address Telephone Email Signature / Date

15.

 

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Elections Commission

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**Office of the Secretary**

**APPLICATION TO CONTEST FOR OFFICE 2019 GENERAL ELECTIONS LIBERIAN ASSOCIATION OF PENNSYLVANIA (LAP), INC. 1155 SOUTH 55TH STREET PHILADELPHIA, PA**

Name of Candidate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Resident Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone: (Home) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Cell) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position/Office Aspiring to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Applicant Candidate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Documents Attached (check all that apply):

1. Proof of Payment of Fees \_\_\_\_
2. Valid Government Issued ID \_\_\_\_
3. Statement of Intent \_\_\_\_\_
4. Petition of Candidacy \_\_\_\_\_