

THE TRIPP-JONES FAMILY

ELECTION MANUAL

Adopted pursuant to the Tripp-Jones Family Constitution

Articles 8, 13, 16, 31 & Bylaws Articles 3, 8, 9, 10

Section 1 – Purpose and Authority

This Election Manual is adopted pursuant to the Tripp-Jones Family Constitution and establishes uniform, transparent, and constitutionally compliant procedures for nominating candidates, conducting elections, counting and certifying ballots, resolving disputes, and documenting results.

This Manual is binding on the Election Committee, all candidates, and all eligible voting members participating in a Tripp-Jones Family election.

Constitutional Authority

Constitutional Reference	Subject Matter
Article 8	Officers subject to election
Article 13	Election Committee composition & duties
Article 16	Secretary records election results
Article 31	Full election procedures
Bylaws Article 3	Tie-breaking procedures
Bylaws Article 8	Absentee & proxy voting
Bylaws Article 9	Electronic voting requirements
Bylaws Article 10	President & VP qualifications
Article 10 (Constitution)	Executive Committee organization; no equivalent district office; 30-day officer transition (NOTE: distinct from Bylaws Article 10)

Section 2 – Election Committee

2.1 Composition

Pursuant to Article 13 of the Constitution, the Election Committee shall consist of the four District Leaders:

- Americus District Leader
- Washington D.C./Maryland/Virginia (DMV) District Leader
- Atlanta District Leader
- Florida District Leader

The Chair of the Election Committee rotates in the following order each election cycle: Americus → DMV → Atlanta → Florida. The Chair is responsible for guaranteeing the election is carried out in a fair, open, orderly, and transparent manner.

2.2 Substitute Committee Members

If a District Leader is a candidate in the election they would otherwise oversee, that District Leader must recuse themselves from the Election Committee for the duration of that election. A substitute shall be selected by the recusing District Leader from among the eligible voting members of their district and shall serve only for that election cycle.

 *Note: The substitute must not be a candidate in the same election.*

2.3 Committee Responsibilities

The Election Committee is responsible for:

1. Convening no later than June 1st of an election year to organize and plan the upcoming election (Constitution, Article 31, Section 2).
2. Developing and publishing the election timeline.
3. Setting and communicating eligibility requirements for all candidates.

4. Overseeing the nomination process, including verifying nominee eligibility.
5. Preparing and distributing official ballots.
6. Selecting and overseeing the voting method to maximize accessibility.
7. Administering the election in a fair, transparent, and guideline-compliant manner.
8. Overseeing ballot counting and certifying results.
9. Mediating and resolving election disputes.
10. Publishing official results.
11. Soliciting post-election feedback from members.

Section 3 – Election Calendar & Timeline

Elections are held at every second family reunion (Constitution, Article 31, Section 1). The following timeline governs all election-year activities.

Deadline	Action	Responsible Party	Constitutional Reference
By June 1	Election Committee convenes	Election Committee Chair	Article 31, Sec. 2
June 1–15	Nomination period open	All eligible voting members	Article 31, Sec. 3
June 15	Nomination deadline	Election Committee / Secretary	Article 31, Sec. 4
June 16 – Reunion – 14 days	Eligibility verification of all nominees	Election Committee	Article 31, Sec. 7
Reunion – 14 days	Candidate statements collected (if submitted in advance)	Election Committee	Article 31, Sec. 8

Deadline	Action	Responsible Party	Constitutional Reference
Reunion – 7 days	Absentee ballot request deadline (Presidential race)	Secretary	Bylaws Art. 8
Reunion – 5 days	Absentee ballot deadline (all other races)	Secretary	Bylaws Art. 8
Reunion – 7 days	Meeting agenda distributed to all members	President / Secretary	Article 27, Sec. 2
Day of Reunion	Candidate statements presented at business meeting	Each candidate	Article 31, Sec. 8
Day of Reunion	Polls open – in-person voting by paper ballot	Election Committee	Article 31, Sec. 9
Day of Reunion	Polls close – ballots counted and certified	Election Committee	Article 31, Sec. 13
Day of Reunion	Results announced by Secretary	Secretary	Article 31, Sec. 14
Within 30 days	Results formally documented and distributed to family	Secretary / Social Media Officer	Article 31, Sec. 17–18

Section 4 – Offices Subject to Election

Pursuant to Article 8 of the Constitution, the following offices are filled by election at every second family reunion:

Office	Notes
President & Vice President	Joint ticket — President selects VP from a different district (Art. 8, Sec. 2; Art. 31, Sec. 3a)
Secretary	Elected individually; two-year term (Art. 16)
Treasurer	Elected individually; two-year term (Art. 17)
Parliamentarian	Elected individually; two-year term (Art. 18)

The Family Historian and Social Media Officer are appointed by the President and are NOT subject to election (Article 8, Section 1).

4.1 Uncontested Offices

If no nominations are received for the Secretary, Parliamentarian, or Treasurer, the current office holder may continue in that role for the upcoming term. If the current holder declines to continue, the President reserves the right to appoint a qualified family member to fill the position for the upcoming term (Article 31, Section 6).

4.2 Uncontested Presidential Race

If no nominations for President are received and the current President has completed their third term, the President must step down and the Vice President shall automatically assume the office of President in accordance with Article 15, Section 2 (Article 31, Section 5).

Section 5 – Candidate Eligibility Requirements

5.1 General Requirements (All Offices)

To be eligible for any elected Executive Committee position, a candidate must (Bylaws, Article 6):

- Be a family member as described in Article 4 of the Constitution (descendant, spouse, or adopted child of Mica Tripp and Alfred Jones).
- Be at least 18 years of age at the time of nomination.
- Not simultaneously hold an equivalent office within their home district (Constitution, Article 10, Section 1 — not to be confused with Bylaws Article 10, which governs President and Vice President qualifications specifically).

5.2 Additional Requirements for President & Vice President

In addition to the general requirements above, candidates for President and Vice President must (Bylaws, Article 10, Section 1):

- Be a direct Tripp-Jones family member by birth or adoption (spouses are not eligible for President or VP).
- The Vice-Presidential candidate must be from a different district than the Presidential candidate (Article 8, Section 2; Article 31, Section 3a).
- Have not served more than three consecutive two-year terms as President (Article 8, Section 3).

5.3 Eligibility Verification Process

Upon receipt of nominations, the Election Committee shall:

12. Review each nominee's eligibility against the criteria in Sections 5.1 and 5.2 of this Manual.
13. Contact the nominee directly within 5 days to confirm interest and gather any information needed for verification.
14. Notify any ineligible nominee in writing, stating the specific reason for ineligibility, within 10 days of the nomination deadline.
15. Document all eligibility determinations on the official Candidate Eligibility Log (see Appendix E).

 *Note: The Election Committee's determination on eligibility is final (Article 31, Section 2).*

Section 6 – Nominations

6.1 Nomination Period

The nomination period shall open on June 1st and close on June 15th of each election year. Additional nominations may also be accepted at the family reunion on election day, prior to the opening of polls (Article 31, Sections 3 & 4).

6.2 How to Nominate

Nominations may be submitted by:

- Self-nomination — any eligible member may nominate themselves.
- Nomination of another eligible member — any voting member may nominate another eligible family member, with that member's consent.

Nominations must be submitted to the Family Secretary in writing via phone, email, or regular mail and must include:

- The nominee's full name and home district.
- The office sought.
- For the President/VP ticket: the names of both candidates and confirmation that they are from different districts.
- Confirmation that the nominee has consented to the nomination.

6.3 Write-In Candidates

Write-in candidates are permitted on election day. The office and candidate name must be clearly written on the ballot. Write-in candidates are subject to the same eligibility requirements as nominated candidates. The Election Committee shall verify the eligibility of any write-in candidate who receives votes before certifying results.

Section 7 – Candidate Statements

Each candidate shall have the opportunity to present a brief statement outlining their qualifications, experience, and vision for the role they are seeking (Article 31, Section 8).

7.1 Format

Format	Guidelines
In-person statement at reunion	Maximum 3 minutes per candidate
Written statement (optional advance submission)	Maximum 1 page, submitted to Election Committee by Reunion – 14 days
Order of speakers	Determined by the Election Committee Chair; all candidates for same office speak consecutively
Questions from members	At the discretion of the Election Committee Chair; max 2 minutes per questioner

7.2 Equal Opportunity

The Election Committee shall ensure all candidates have equal time and equal opportunity to present their statements. No candidate may be given preference in order, time allocation, or audience access.

Section 8 – Voting Procedures

8.1 Eligible Voters

Only voting members as defined in Bylaws Article 5 are eligible to vote: any family member 18 years of age or older as described in Article 4 of the Constitution. Each eligible member receives one vote per office.

8.2 Quorum Requirement

A minimum of 15 voting members, with at least one from each district, must be present and participating in order for the election to be valid (Article 27, Section 3).

8.3 In-Person Voting

Voting at the reunion shall be conducted by secret paper ballot using the official ballot template (Appendix A). The Election Committee Chair shall announce when polls open and close. No campaigning or electioneering is permitted within the designated voting area.

8.4 Absentee Voting

Absentee ballots are permitted in accordance with Bylaws Article 8. To request an absentee ballot:

16. The family member must contact the Family Secretary by phone, email, or regular mail.
17. For the Presidential race, the completed absentee ballot must be received by the Secretary no later than 7 days before the first day of the reunion. Any ballot received after this deadline will be returned to the sender.
18. For all other offices, absentee ballots must be received by the Secretary no later than 5 days before the voting date.
19. Absentee ballots must be returned to the Secretary by mail.
20. The Secretary shall deliver all valid absentee ballots to the Election Committee Chair before polls open.

8.5 Proxy Voting

A family member who cannot attend may designate another eligible family member to cast a proxy vote on their behalf, in accordance with Bylaws Article 8. To do so:

21. The absent member must notify the Secretary of their designated proxy no later than the day of the vote.
22. The proxy shall cast the vote according to the absent member's instructions.
23. One person may not hold more than one proxy.

8.6 Electronic Voting

Electronic voting may only be used if unanimously approved by the Executive Committee and all four District Leaders (Bylaws, Article 9). Electronic voting procedures shall be established by the Election Committee prior to any such election and distributed to all voting members at least 14 days in advance.

Section 9 – Ballot Counting & Certification

9.1 Counting Process

After polls close, the Election Committee shall count all ballots using the Ballot Counting & Verification Sheet (Appendix B). The following procedures apply:

24. All Election Committee members present shall participate in the count.
25. Ballots shall be counted in a location visible to any family member who wishes to observe, but ballots shall not be shown to observers in a way that identifies individual voters.
26. Each ballot shall be read aloud by one committee member and recorded by a second committee member.
27. Absentee and proxy ballots shall be counted alongside in-person ballots.
28. The count shall be verified by a second independent tally before results are certified.
29. Any disputed or unclear ballot shall be reviewed by the full Election Committee and resolved by majority vote of Committee members.

9.2 What Constitutes a Majority

A majority means more than half of all valid votes cast for a given office. Blank votes, spoiled ballots, and abstentions are excluded from the count of valid votes. The candidate or ticket receiving the most valid votes wins, provided they receive a majority. If no candidate achieves a majority in a race with three or more candidates, a runoff shall be held between the top two vote-getters.

9.3 Tie-Breaking

In the event of a tie, the procedures in Bylaws Article 3 shall govern: a runoff election is held immediately between the tied candidates. If two consecutive runoffs result in a tie, the Election Committee Chair shall conduct a coin toss to determine the winner.

9.4 Certification

Once the count is verified, the Election Committee Chair shall sign the Ballot Counting & Verification Sheet (Appendix B) to certify the results. All four District Leaders (or their substitutes) must co-sign the certification. The certified results are final, subject only to the challenge process in Section 10 of this Manual.

9.5 Chain of Custody & Ballot Retention

All ballots — in-person, absentee, and proxy — shall be collected and secured by the Election Committee Chair immediately after counting. Ballots shall be stored in a sealed envelope signed by all Election Committee members and retained by the Family Secretary for a minimum of one full election cycle (2 years). Ballots may only be reopened in the event of a formal election challenge approved by the Election Committee.

Section 10 – Election Dispute Resolution

Any eligible voting member may challenge the outcome of an election. The following process shall apply:

Step 1 – File a Written Challenge

A written challenge must be submitted to the Election Committee Chair within 48 hours of the announcement of results. The challenge must state the specific grounds for the challenge and any supporting evidence.

Step 2 – Committee Review

The Election Committee shall convene within 72 hours of receiving the challenge. The Committee may review ballots, interview witnesses, and examine all election materials. The challenger shall be given an opportunity to present their case.

Step 3 – Decision

The Election Committee shall issue a written decision within 5 days of receiving the challenge. The decision is final. Remedies may include a recount, invalidation of specific ballots, or, in cases of serious procedural violation, a new election for the affected office.

Step 4 – Notification

The Secretary shall notify all family members of the challenge outcome through the same channels used to announce results.

 *Note: The Election Committee's decisions regarding the conduct and certification of elections are final, per Article 31, Section 2 of the Constitution.*

Section 11 – Results Announcement & Documentation

11.1 Announcement at Reunion

After votes are counted and certified, the Secretary shall announce the election results to all members at the family reunion meeting (Article 31, Section 14). The announcement shall include the name of each winner, the office they were elected to, and the vote totals for all candidates.

11.2 Family Notification

If a Social Media Officer has been appointed, they shall ensure the family is notified of the election results through all family communication channels within 30 days of the election. If no Social Media Officer has been appointed, the Secretary is responsible for this notification (Article 31, Section 18).

11.3 Official Documentation

The Secretary shall document the election results, including (Article 31, Section 17):

- Names of all candidates for each office.
- Vote totals for each candidate.
- The name of each winner.
- Any challenges filed and their resolution.
- The date and location of the election.

This documentation shall be stored in the official family records and made available to family members upon request.

11.4 Transition Support

Outgoing officers shall provide transition support to incoming officers, including the transfer of all documents, records, passwords, and materials within 30 days of leaving office (Constitution, Article

10, Section 2 — not Bylaws Article 10, which governs President and Vice President qualifications specifically).

Section 12 – Post-Election Feedback

Following each election, the Election Committee shall solicit feedback from reunion members regarding the election process (Article 31, Section 19). Feedback may be collected via written survey, verbal discussion, or digital form. The Committee shall document observations, assess the effectiveness of the process, and present recommendations for improvement to the Executive Committee prior to the next election cycle.

Appendix A – Official Ballot Template

Instructions: Vote for ONE candidate or ticket per office. Mark your selection clearly in the box. Do not write your name or any identifying information on this ballot. Return your completed ballot to the Election Committee representative.

Election Year: _____

OFFICE 1: PRESIDENT & VICE PRESIDENT (Vote for ONE Ticket)

☐

Ticket A: President Nominee: _____
VP Nominee: _____

☐

Ticket B: President Nominee: _____
/ VP Nominee: _____

☐

Ticket C: President Nominee: _____
/ VP Nominee: _____

☐

Write-In: President: _____
/ VP: _____

OFFICE 2: SECRETARY (Vote for ONE)

☐

Candidate A: _____

☐

Candidate B: _____

☐

Write-In: _____

OFFICE 3: TREASURER (Vote for ONE)

- ☐ Candidate A: _____
- ☐ Candidate B: _____
- ☐ Write-In: _____

OFFICE 4: PARLIAMENTARIAN (Vote for ONE)

- ☐ Candidate A: _____
- ☐ Candidate B: _____
- ☐ Write-In: _____

Official Use Only — Do Not Write Below This Line

Received by: _____ Time: _____ Initials: _____

Appendix B – Ballot Counting & Verification Sheet

Election Year: _____	Date: _____	Location: _____
Total Ballots Issued: _____	Total Ballots Received: _____	Spoiled/Blank Ballots: _____
Total Valid Ballots: _____		

OFFICE 1: PRESIDENT & VICE PRESIDENT			
Candidate / Ticket	Tally Marks	Vote Count	Verified Count
Ticket A: _____			
Ticket B: _____			
Ticket C: _____			
Write-Ins			
TOTALS			

OFFICE 2: SECRETARY			
Candidate / Ticket	Tally Marks	Vote Count	Verified Count
Candidate A: _____			
Candidate B: _____			

Write-Ins			
TOTALS			

OFFICE 3: TREASURER			
Candidate / Ticket	Tally Marks	Vote Count	Verified Count
Candidate A: _____			
Candidate B: _____			
Write-Ins			
TOTALS			

OFFICE 4: PARLIAMENTARIAN			
Candidate / Ticket	Tally Marks	Vote Count	Verified Count
Candidate A: _____			
Candidate B: _____			
Write-Ins			
TOTALS			

Certification

We, the undersigned members of the Election Committee, certify that the above vote totals are accurate, that the election was conducted in accordance with the Tripp-Jones Family Constitution and this Election Manual, and that the results are hereby officially certified.

Election Committee Chair Printed Name & Signature

District Leader — Printed Name & Signature

District Leader — Printed Name & Signature

District Leader — Printed Name & Signature

Appendix C – Official Results Announcement Template

Instructions: Complete this form immediately after certification and read aloud at the family reunion meeting. Distribute copies to the family via all communication channels within 30 days.

THE TRIPP-JONES FAMILY
OFFICIAL ELECTION RESULTS
Election Year: _____ Date: _____ Location: _____
Total Valid Votes Cast: _____

Office	Result
President & Vice President	Winning Ticket: _____ Votes: ____ of ____
Secretary	Winner: _____ Votes: ____ of ____
Treasurer	Winner: _____ Votes: ____ of ____
Parliamentarian	Winner: _____ Votes: ____ of ____

Full Vote Tally

Candidate / Ticket	Votes Received
President & VP — Ticket A	_____ votes
President & VP — Ticket B	_____ votes
President & VP — Write-In(s)	_____ votes
Secretary — Candidate A	_____ votes
Secretary — Candidate B	_____ votes
Secretary — Write-In(s)	_____ votes
Treasurer — Candidate A	_____ votes
Treasurer — Candidate B	_____ votes
Treasurer — Write-In(s)	_____ votes
Parliamentarian — Candidate A	_____ votes
Parliamentarian — Candidate B	_____ votes
Parliamentarian — Write-In(s)	_____ votes

Announced by

Family Secretary — Printed Name & Signature

Election Committee Chair — Printed Name & Signature

Challenges: ☐ None filed ☐ Challenge filed — see attached resolution

Appendix D – Election Committee Code of Ethics

The Election Committee is entrusted with one of the most important responsibilities in the Tripp-Jones Family: conducting free, fair, and transparent elections. Every member of the Election Committee must uphold the following standards without exception.

D.1 Impartiality

Committee members shall act with complete impartiality throughout the election process. Members shall not publicly endorse, campaign for, or advocate for any candidate or ticket. Any member who cannot act impartially must recuse themselves and arrange for a substitute.

D.2 Conflict of Interest

Any member with a personal, financial, or relational conflict of interest related to a candidate or the outcome of the election must disclose that conflict to the full Committee promptly and recuse themselves from decisions related to that conflict (Constitution, Article 7).

D.3 Confidentiality

All ballots, vote counts, and Committee deliberations are confidential until results are officially certified and announced. Committee members shall not discuss vote counts, preliminary results, or deliberations with anyone outside the Committee before certification.

D.4 Safeguarding Election Materials

All election materials — ballots, tally sheets, nomination forms, absentee ballots, and proxy designations — must be safeguarded at all times. Materials shall not be left unattended, altered, or destroyed. All materials shall be transferred to the Family Secretary for retention after the election.

D.5 Professionalism and Respect

Committee members shall conduct themselves with dignity, professionalism, and respect toward all candidates, voters, and family members throughout the election process. Disputes shall be resolved calmly and in accordance with established procedures.

D.6 Transparency

The Committee shall promote transparency at every stage of the election. Vote counting shall be conducted in a location observable by family members. Results shall be announced promptly and distributed to all members within 30 days.

D.7 Consequences for Violations

Any Committee member found to have violated this Code of Ethics may be removed from the Election Committee by a majority vote of the remaining Committee members. Serious violations — including tampering with ballots, deliberate miscounting, or improper disclosure of confidential information — shall be referred to the Executive Committee for review and may result in removal from the District Leader role under Article 26 of the Constitution.

Committee Member Acknowledgment

Each Election Committee member must sign below, acknowledging that they have read, understand, and agree to uphold this Code of Ethics.

District Leader — Americus — Printed Name & Signature

District Leader — DMV — Printed Name & Signature

District Leader — Atlanta — Printed Name & Signature

District Leader — Florida — Printed Name & Signature

Appendix E – Candidate Eligibility Log

The Election Committee shall complete this log for every nominee. All determinations must be documented before the election is held.

Nominee Name	Office Sought	Eligibility Verified?	Notes / Reason if Ineligible
		☐ Yes ☐ No	
		☐ Yes ☐ No	
		☐ Yes ☐ No	
		☐ Yes ☐ No	
		☐ Yes ☐ No	
		☐ Yes ☐ No	
		☐ Yes ☐ No	
		☐ Yes ☐ No	

Verified and signed by Election Committee Chair:

Chair — Printed Name & Signature Date: _____