

Michigan Beekeepers' Association Constitution

Article I - Name and Purpose

- Section 1: The association name shall be the Michigan Beekeepers' Association; also known in this document as the MBA or the Association.
- Section 2: The purpose of this Association shall be:
- a. To preserve and protect honey bees.
 - b. To provide a forum for the exchange of information among its members and associate clubs for their mutual benefit and to further the objectives of the Michigan Beekeepers' Association.
 - c. To encourage cooperation and comradeship between beekeepers.
 - d. To inform the public about the importance and contribution of honey and honey bees, and to promote Michigan honey.
 - e. To assist the Department of Agriculture, the MSU Department of Entomology and other local, state and national beekeeping organizations whenever possible.

Article II – Fiscal Year

- Section 1: The fiscal year of the MBA will begin on October 1 of each year and end on September 30 of the following year.

Article III – Meetings

- Section 1: There will be at least three General Membership meetings held each year; one in the spring, one in the summer, and one in the fall. The Governing Board shall announce the date and time of all business meetings at least thirty days before each one respectively.
- Section 2: The Fall meeting shall also be designated as the Fall Annual Business Meeting. The officers of the MBA will be elected at this meeting.
- Section 3: The Governing Board will meet at least once every other month.

Article IV - Operation of Meetings

- Section 1: This Constitution will govern the meetings held by the Michigan Beekeeper's Association. The Association will follow the guidelines found in "Roberts Rules of Order" for parliamentary procedure.
- Section 2: The regular order of business for meetings shall be:
- Call to Order
 - Roll Call
 - Reading of Previous Meeting Minutes
 - Additions to the Agenda
 - Treasurer's Report
 - Committee Reports and Updates
 - Communications
 - Old Business
 - Announcements
 - New Business/Open Discussion
 - Adjournment

Section 3: The "New Business" section of each Governing Board or General Membership meeting invites any member to address any matter which is of interest to the Governing Board or the association membership in general. If the matter cannot be presented in person it will be acceptable to surface mail or email a brief summary of the matter to the Secretary to be presented during the "New Business" portion of the meeting, and be recorded in the minutes.

Section 4: An Agenda will be available for members at the beginning of each Association Meeting.

Article V - Governing Board and Elective Officers

Section 1: The Governing Board of the MBA shall consist of MBA members in good standing with the organization as follows:

- a. All of the below elected officers (Article V - Section 2)
- b. Past President
- c. One member from each recognized local association as defined in Article XVI - Section 1 and 4

Section 2: The term of office for elected officers is two years. This does not preclude consecutive terms. The elective officers of the MBA are as follows:

- a. President
- b. Vice President
- c. Secretary
- d. Treasurer
- e. District Representatives
- f. Member at Large

Article VI – Quorum

Section 1: MBA General Membership Meetings

In order to constitute a quorum (the minimum number of members needed to validate the transaction of business), each meeting shall consist of:

- a. At least twenty-five MBA members in good standing.
- b. At least two elected officers, of which one (1) is the President or Vice President.

Section 2: Governing Board Meetings

A quorum for this meeting requires the presence of at least seven members of the Governing Board as described in Article V - Section 1, of which one must be the President or Vice President.

Article VII - Duties of Elected Officials

Section 1: The President:

- a. Shall preside at all meetings of the MBA and Governing Board.
- b. Shall see that all records, reports and certificates required by law are properly kept and filed.
- c. Must be one of the officers who may sign the checks or drafts of the organization.
- d. Shall appoint and remove the chairmen and members of all committees.

- e. Shall delegate responsibilities to the proper committee to execute the purposes of the Association in accordance with the duties of that committee.
- f. Shall be the liaison for the State Department of Agriculture and the legislature or may elect a designee.

- Section 2: The Vice President Shall:
- a. In the absence of the President, perform all duties of that office.
 - b. Act as program chairperson.
 - c. Perform other duties as assigned by the President.

- Section 3: The Secretary shall:
- a. Keep a true and accurate record of the proceeding of all meetings of the MBA and Governing Board.
 - b. Issue notices of all meetings of the MBA, keep a current record of the names, addresses, telephone numbers and email addresses of all member clubs, their delegates and alternates.
 - c. Prepare a Governing Board meeting agenda for the president's approval and distribute it prior to each Governing Board meeting.
 - d. Assist the President to see that all records, reports and certificates required by law are properly maintained and filed.
 - e. Be the official custodian of the records of the MBA
 - f. Present to the Governing Board any communication addressed to himself/herself as secretary of the organization
 - g. Support the Secretary of the Constitution Committee and with the aid of the MBA Historian assure the accuracy and authenticity of the documents deemed the "current MBA Constitution" and any archived copies of past versions of this document
 - h. Perform such other duties as assigned by the President
 - i. In the absence of the Secretary, a person designated by the presiding officer of the meeting shall act in his stead.

- Section 4: The Treasurer:
- a. Shall have the care and custody of all monies belonging to the MBA and shall keep an accurate and detailed account of all monies received and disbursed by the MBA in books belonging to the MBA.
 - b. Shall collect membership dues and the names, addresses, telephone numbers and email addresses of all members. A current membership report shall be available at all times in hard copy and electronic media to meet the needs of the association and provided to the Secretary.
 - c. Shall only with the prior approval of the Governing Board, disburse or cause to be disbursed any funds of the MBA. With the approval of the Governing Board, have authority to invest or reinvest funds and to sell, exchange, assign and transfer securities and other property belonging to the MBA.
 - d. Must be one of the officers who shall sign checks or drafts of the MBA. No special fund may be set aside that shall make it unnecessary for the treasurer to sign the checks issued upon it.
 - e. Shall submit a current written financial report at each Governing Board Meeting consisting of a year to date cash flow and a performance to budget report (profit/loss) and such reports will be physically affixed to the minutes of the Governing Board meeting.
 - f. Shall Prepare and submit for approval a new fiscal year budget at the Fall Annual Business Meeting.
 - g. Shall submit all books and supporting data to the Auditing Committee at the Fall Annual Business Meeting.
 - h. The president with the approval of the Governing Board, may designate from time to time any member of the Association to handle special funds such as

competitions, special events, etc.; who will be responsible for such special events and remit any balance of funds to the Treasurer, or notify the Treasurer of any loss. Such member shall make a complete accounting thereof to the Treasurer.

- i. Shall perform other duties as assigned by the President.

Section 5: The Past President:

- a. Will be a standing member of the Nominating Committee
- b. Will be a standing member of the Election Committee
- c. Perform other duties as assigned by the President

Section 6: Member at Large:

- a. Shall act as an MBA ambassador to prospective beekeepers and beekeeping organizations and encourage them to support and become a member of the MBA
- b. Must be a standing member of the Election Committee (Article X – Section 1)
- c. Perform other duties as assigned by the President

Section 7:

The transfer of duties and fiduciary responsibility of newly elected officers will be effective at the time the newly elected officers have been identified by a majority vote and accepted their appointment. The outgoing officer is expected to be available for a period of at least thirty days to support the transition.

Article VIII – Election Years

Section 1:

President	Elected in odd year
Vice President	Elected in even year
Secretary	Elected in odd year
Treasurer	Elected in even year
Member-at-Large	Elected in even year
District Reps - districts with odd numbers	Elected in odd year
District Reps - evenly numbered districts	Elected in even year

Article IX - District Representatives

Section 1:

The State of Michigan shall be divided into districts as determined by the MBA Governing Board.

Article X – Election Procedures

Section 1:

The Nominating Committee:

- a. Shall consist of the Past President, each District Representative, and the Member-at-Large
- b. Will agree on a chairperson
- c. Shall take nominations from any member in good standing, for any office at any time prior to the September Governing Board meeting
- d. The Nominating Committee shall not be barred from nominating a member of the Nominating Committee to hold office
- e. The completed and final nominating slate will be reviewed by the MBA Secretary for nominee membership status and correctness and then submitted to the Governing Board at the September meeting for their acknowledgement.
- f. Upon acknowledgment, immediately submit the nomination slate to the Newsletter Editor and Web Master to facilitate publication at least 30 days prior to the Fall Annual Business Meeting.

Section 2:

Ballots:

- a. Ballots and Absentee Ballots listing all nominations for each office shall be prepared by the Election Committee, reviewed by the Election Committee Chairperson with the MBA Secretary, and sent to the Newsletter Editor for publication (Article X Section 1:e,f). The Absentee Ballots shall have a cut off stub for Absentee Voters to print and sign their name to assist in membership validation and record keeping. Members may submit Absentee Ballots by mailing them to the MBA Election Committee Chairperson or submitting them in person.
- b. Absentee ballots must be received no less than two business days prior to the Fall Business Meeting. Duplicate ballots and ballots received later than two business days prior to the Fall Business Meeting will not be counted. The Election Committee shall record receipt of these Absentee Ballots by removing the Absentee Ballot stubs at the Fall Annual Business Meeting and inserting the Absentee Ballots into the ballot box. The Absentee Ballot stubs shall be kept with the Voting Documents until after the election.

(Appendix 1 - Sample Ballot)

- c. Ballots will be available at the Fall Annual Business Meeting to all members in good standing. The most current list of members in good standing shall be provided to the Election Committee by the MBA Secretary. The valid absentee ballots received shall be documented on that list. The Election Committee shall record on the membership list when a ballot is provided to a member in good standing. Ballots will be provided and considered valid only if cast according to Article XI, Section 2.
- d. Ballots must be cast by noon of the day of the Fall Annual Business Meeting.
- e. Ballot boxes shall not be left unattended or unsecured from the time voting commences until the time at which the ballots are counted. The ballots shall then be secured until they are destroyed.
- f. All Ballots and Ballot Stubs shall be destroyed after the election results are announced and a motion for ballot destruction is made from the floor, seconded and passed by the membership at the Fall Annual Business Meeting.

Section 3:

Election Results:

- a. The Election Committee shall count the ballots after the election has closed and announce the results.
- b. Tie Votes:
 - i. In the event of a tied vote the Election Committee shall immediately announce that a tie vote has occurred – prior to announcing the results of the election.
 - ii. The Election Committee shall immediately assemble current Governing Board members, present at that time at the Fall Annual Meeting. Those assembled shall break the tie(s) by ballot. They shall cast ballots until all ties are broken by a majority vote.
 - iii. The Election Committee shall count the tie breaking ballots and announce the results when they announce the results of the election.
 - iv. The Election Committee shall treat tie break ballots as in Article X, Section 2, e and f.
- c. All candidates shall assume responsibility of their office immediately following the adjournment of the Fall Annual Business Meeting for the ensuing term. Winning candidates not present at the Fall Annual Business Meeting shall be notified of the election results in writing by the chairperson of the Election Committee.
- d. Any write-in candidate who receives sufficient votes for election to an office must accept the position before their election can be confirmed.

Article XI - Membership and Dues

- Section 1: Any person interested in beekeeping shall be eligible for membership upon payment of the annual dues.
- Section 2: AN INDIVIDUAL MEMBERSHIP has 1 vote at any meeting or for an elected official.
A FAMILY MEMBERSHIP (defined as members, spouse or significant other and those children under the age of 18) has 2 votes at any meeting or for an elected official.
A LIFE MEMBER has 1 vote at any meeting or for any elected official.
- Section 3: Membership dues in the MBA shall be due January 1 and payable through December 31 of each year.
- Section 4: The amount of dues shall be set at the annual meeting by the membership. A Life Member is exempt from paying dues.
- Section 5: Local associations may accept MBA dues on behalf of their members and a percent of the dues may be retained by the local association as determined by the MBA Governing Board.

Article XII – Appointive Committees

All Committees and Appointed positions are selected by the President of the MBA and approved by the MBA Governing Board.

- Section 1: Program Committee:
a. Vice-President is chairperson.
b. Consists of 3 members or more.
c. Duties:
 1. plan meetings
 2. obtain speakers
 3. choose location
 4. present plan to Governing Board
- Section 3: Election Committee:
a. Consists of three or more members
b. Will agree on a chairperson
c. The past President is a standing member for that year
d. Conducts the election, according to Article X – Election Procedure of this constitution.
- Section 4: Legislative Committee:
a. Consists of three or more members
b. Will agree on a chairperson
c. Represents the interests of the beekeeping industry in all matters of proposed Michigan legislation as instructed by vote of the membership.
- Section 5: Auditing Committee:
a. Consists of three members
b. Will agree on a chairperson
c. Audit the accounts of the Treasurer.
d. Shall meet during the day on Friday of the Fall Annual Business

Meeting to audit the Treasurer's books and report their findings at the business meeting.

- Section 6: Constitution Committee:
- a. Consists of three or more members
 - b. Will agree on a chairperson
 - c. The purpose of this committee shall be to review proposed changes to this constitution and develop the language and architecture of the submission in preparation for submittal to the membership for acceptance at the next General Meeting.
 - d. Amendments so presented shall be voted upon and, if adopted, shall be properly recorded by the secretary.
 - e. Shall support the MBA Secretary and the MBA Historian by assuring the accuracy and authenticity of the documents deemed the "current MBA Constitution" and any archived copies of past versions of this document.
- Section 7: Honey Promotion Committee:
- a. Consists of three or more members
 - b. Will agree on a chairperson
 - c. Promote honey bees and honey throughout Michigan.
 1. school programs
 2. food fairs
 3. county fairs
 4. garden clubs
- Section 8: Beekeeper-of-the-Year Committee:
- a. Consists of District Representatives
 - b. Will agree on a chairperson
 - c. Nominate an outstanding member to be honored as Beekeeper of the Year.
 - d. Present nomination to Governing Board at the September Business Meeting
 - e. The award will be presented at the annual Fall MBA meeting
 - f. The Recipient will be notified in writing by the chairperson about the time and date to appear to receive the award.
- Section 9: The Historian shall:
- a. Keep a detailed and current record of events of importance to the history of the MBA.
 - b. Shall assure the accuracy and authenticity of the documents deemed the "current MBA Constitution" and any archived copies of past versions of this document with the aid of the MBA Secretary and the Secretary of the Constitution Committee.
 - c. Receive all records from elected officials and committee chairpersons at the conclusion of their term of office.
- Section 10: Communications Committee:
- a. Purpose of this committee will be to oversee the newsletter and website
 - b. Will agree on a chairperson
 - c. Members of this committee will consist of at the least, newsletter editor, webmaster and two other MBA members.
 - d. The Chairperson will report to the Board at its regular meetings with any issues/concerns from the newsletter and/or webmaster

Article XIII – Alterations and Amendments

- Section 1. A proposal to alter or amend the constitution of The Association may be

entertained at any Governing Board or General Membership meeting for The Association.

- Section 2. Proposed alterations and amendments to the MBA constitution:
- a. Shall be submitted by the Governing Board to the MBA Constitution Committee to develop the language and architecture of the submission in preparation for submittal to the membership for acceptance at the next general membership meeting.
 - b. Notice of that alteration and membership meeting must be given to the membership at least thirty days prior to said meeting
 - c. Said notice shall state the proposed alterations and amendments and the reasons and objectives of those proposed alterations and amendments to the MBA constitution.
- Section 3. The MBA constitution may be amended by a two-thirds vote cast by absentee ballot according to Article X, Section 2, and by those members in good standing present at any general membership meeting called according to Article III, Section 1.
- Section 4. The custodians of the current MBA constitution and shall be the Secretary of The Association and the Constitution committee as according to Article XII, Section 3 and Article XII, Section 6.
- Section 5. The custodians of all historical versions of the MBA constitution shall be the Secretary and the MBA Historian
- a. The MBA Secretary shall also be responsible for keeping true copies of any versions of this document from the past five years as according to Article VII, Section 3.
 - b. The MBA Historian shall be responsible for all archival copies of the MBA Constitution prior to the current version of these documents for historical reasons.
 - c. The Constitution Committee shall have unfettered access to these documents and shall maintain possession of true copies of these documents as needed to complete their duties (Article XII, Section 6).
- Section 6. The MBA Secretary and the Secretary of the Constitution Committee with the aid of the MBA Historian shall assure the accuracy and authenticity of the documents deemed the “current MBA Constitution” and any archived copies of past versions of this document.
- Section 7. The Association Constitution shall be posted on the MBA Website.
- a. A current copy of the MBA Constitution shall be posted on the MBA Website at all times.
 - b. Any alterations or amendments to this document shall be posted on the MBA Website within fourteen days of accepted revisions.

Article XIV – Vacancies

- Section 1: The President shall inform the Governing Board of a vacancy of an elected official. The Governing Board will appoint an officer to fill the vacancy until the next general election.

Article XV - Removal from Office

Section 1: An elective officer may be removed from office for infraction of the provisions of this constitution and by-laws, at the discretion of the MBA. He or she can be removed by two-thirds vote of the Governing Board.

Article XVI - Local Associations

Section 1: To be recognized as a local association, said group must have at least ten “dues” paying members and conduct an election of officers to include at least a President, Secretary and Treasurer. The Secretary/Treasurer position may be combined. The name of the association and its elected officials must be submitted to the MBA Governing Board, in writing. The MBA Governing Board will then vote for acceptance of the new association.

Section 2: Each Local Association may submit names of members willing to serve on any committee.

Section 3: Local Associations may retain a portion of each member’s MBA dues for the Local Association as described in Article XI, Section 5.

Section 4: One member from each recognized Local Association may be appointed to attend the MBA Governing Board Meetings with voting rights as described in Article V, Section 2.

a. The appointed member must be a dues paying member of the MBA.

Article XVII - Repeal Clause

Section 1: This and all future amendments approved by this Association shall be dated and signed by the President and Secretary of this Association.

Section 2: The latest amended constitution supersedes all previous versions.

Effective date of amended Constitution:

This amended constitution will take effect at the close of the Fall Business meeting if approved and accepted by the membership vote.

Effective Date: October 23, 2010

President: _____

Secretary: _____

Sample of A Possible Absentee Ballot Format
 Draft Feb. 7, 2010 Scott Austin

<p>Michigan Beekeeper's Association Absentee Ballot - September 2010</p> <p>_____</p> <p>Print Member name</p> <p>_____</p> <p>Member Signature</p> <p>YOU MUST PRINT YOUR NAME & THEN SIGN THE BALLOT ABOVE OR IT WILL BE INVALID</p> <p>This Absentee Ballot may be copied from this newsletter or Website and submitted by Mail or email if you are unable to attend the General Membership Meeting.</p> <p>THIS BALLOT MUST BE RECEIVED BY MAIL OR EMAIL PRIOR TO THE DATE OF THE MEETING.</p> <p>Mail to: John Doe 4829 Wicker Drive Beezone, MI 48591</p> <p>Email to: Beezelect2010@aol.com</p>	<p style="text-align: center;">Michigan Beekeeper's Association Absentee Ballot - September 2010</p> <p>Each member in good standing may submit ONE ballot. Each Family Membership in good standing may submit TWO ballots.</p> <table style="width: 100%;"> <tr> <td style="width: 50%;"> <p>Vice President – Vote for One</p> <p><input type="checkbox"/> John Doe</p> <p><input type="checkbox"/> Susan Beekeeper</p> </td> <td style="width: 50%;"> <p>Treasurer – Vote for One</p> <p><input type="checkbox"/> Jenny Doe</p> <p><input type="checkbox"/> Tom Beekeeper</p> </td> </tr> <tr> <td> <p>Member-at-Large – Vote for One</p> <p><input type="checkbox"/> Henry Doe</p> <p><input type="checkbox"/> Cindy Beekeeper</p> </td> <td style="border: 1px solid black; padding: 5px;"> <p>Officers & Member-at-Large serve a 2 year term</p> </td> </tr> <tr> <td colspan="2" style="text-align: center; border: 1px solid black; padding: 5px;"> <p>District Representatives – 2 yr terms – vote for one in each district</p> </td> </tr> <tr> <td> <p>District 2 – Vote for One</p> <p><input type="checkbox"/> John Doe</p> <p><input type="checkbox"/> Susan Beekeeper</p> </td> <td> <p>District 4 – Vote for One</p> <p><input type="checkbox"/> John Doe</p> <p><input type="checkbox"/> Susan Beekeeper</p> </td> </tr> <tr> <td> <p>District 6 – Vote for One</p> <p><input type="checkbox"/> John Doe</p> <p><input type="checkbox"/> Susan Beekeeper</p> </td> <td> <p>District 8 – Vote for One</p> <p><input type="checkbox"/> John Doe</p> <p><input type="checkbox"/> Susan Beekeeper</p> </td> </tr> <tr> <td> <p>District 10 – Vote for One</p> <p><input type="checkbox"/> John Doe</p> <p><input type="checkbox"/> Susan Beekeeper</p> </td> <td> <p>District 12 – Vote for One</p> <p><input type="checkbox"/> John Doe</p> <p><input type="checkbox"/> Susan Beekeeper</p> </td> </tr> <tr> <td> <p>District 14 – Vote for One</p> <p><input type="checkbox"/> John Doe</p> <p><input type="checkbox"/> Susan Beekeeper</p> </td> <td> <p>District 16 – Vote for One</p> <p><input type="checkbox"/> John Doe</p> <p><input type="checkbox"/> Susan Beekeeper</p> </td> </tr> <tr> <td> <p>District 18 – Vote for One</p> <p><input type="checkbox"/> John Doe</p> <p><input type="checkbox"/> Susan Beekeeper</p> </td> <td style="border: 1px solid black; padding: 5px;"> <p>Vote to Accept the Proposed Changes to the MBA Constitution.</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> </td> </tr> </table>	<p>Vice President – Vote for One</p> <p><input type="checkbox"/> John Doe</p> <p><input type="checkbox"/> Susan Beekeeper</p>	<p>Treasurer – Vote for One</p> <p><input type="checkbox"/> Jenny Doe</p> <p><input type="checkbox"/> Tom Beekeeper</p>	<p>Member-at-Large – Vote for One</p> <p><input type="checkbox"/> Henry Doe</p> <p><input type="checkbox"/> Cindy Beekeeper</p>	<p>Officers & Member-at-Large serve a 2 year term</p>	<p>District Representatives – 2 yr terms – vote for one in each district</p>		<p>District 2 – Vote for One</p> <p><input type="checkbox"/> John Doe</p> <p><input type="checkbox"/> Susan Beekeeper</p>	<p>District 4 – Vote for One</p> <p><input type="checkbox"/> John Doe</p> <p><input type="checkbox"/> Susan Beekeeper</p>	<p>District 6 – Vote for One</p> <p><input type="checkbox"/> John Doe</p> <p><input type="checkbox"/> Susan Beekeeper</p>	<p>District 8 – Vote for One</p> <p><input type="checkbox"/> John Doe</p> <p><input type="checkbox"/> Susan Beekeeper</p>	<p>District 10 – Vote for One</p> <p><input type="checkbox"/> John Doe</p> <p><input type="checkbox"/> Susan Beekeeper</p>	<p>District 12 – Vote for One</p> <p><input type="checkbox"/> John Doe</p> <p><input type="checkbox"/> Susan Beekeeper</p>	<p>District 14 – Vote for One</p> <p><input type="checkbox"/> John Doe</p> <p><input type="checkbox"/> Susan Beekeeper</p>	<p>District 16 – Vote for One</p> <p><input type="checkbox"/> John Doe</p> <p><input type="checkbox"/> Susan Beekeeper</p>	<p>District 18 – Vote for One</p> <p><input type="checkbox"/> John Doe</p> <p><input type="checkbox"/> Susan Beekeeper</p>	<p>Vote to Accept the Proposed Changes to the MBA Constitution.</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
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