

R-09-17-2020

SOP 3.0 Election Process

3.1 Nominating Committee

- The Nominating Committee will be appointed by the President immediately after the Summer Convention Board Meeting.
- The NC will determine which positions are up for election and determine which officers are running for the open positions.
- By September 1st, the NC will notify the BOT of their findings and advertise the open positions in ST and by email blast.
- Nominations will be received until **2400 hrs on November 21.**
- The NC Shall obtain a Letter of Willingness and a photo and biographical summary for each nominee.
- Any petitions turned in shall be reviewed by the NC for accuracy and membership status of those signing the petition.
- The NC shall insure that all candidates meet any qualifications required.
- All qualified candidates submitting a Letter of Willingness shall be placed on the ballot.
- The NC shall issue a report to the entire BOT immediately after the **November 21** deadline listing all the candidates. No later than **Nov. 29**

3.2 Ballots

- Ballots Shall be prepared by the Executive Secretary.
- A copy of the ballots and biographies will be sent to the BOT for proofreading.
- Ballots Shall be mailed out separately by 1st class postage.
- Ballots Shall be mailed by **January 10th**
- A soft return date, 1 week before the Winter Meeting, will be listed on the ballot.
- Late ballots Shall still be counted if received before the actual meeting date.
- Ballots are to be prepared and mailed by region (Eastern, Central, Western).
- Family members receive 2 ballots.
- Canadian members Shall need to be handled separately due to postage.
- Color coding of ballots and return envelopes will aid ballot counting.

3.3 Ballot Counting

- The unopened ballots Shall be brought to the Winter Meeting by the Executive Secretary.
- The ES arrange for a suitable room at the host hotel to be used for counting the ballots.
- The ballots Shall be counted on the day before the Board Meeting at a time determined by the ES.
- If at all possible, the Chairman of the Ethics Committee and/or the Parliamentarian shall be present to provide oversight.
- The ES will appoint ballot counters and oversee the counting.
- Ballot counting Shall be done in public and Shall be open to all members.
- Candidates on the ballot may not be used to count ballots.

3.4 Election Results

- Results Shall be posted as soon as tabulating the ballots is completed.
- The new officers and trustees Shall take over during the Board Meeting after Old Business has been completed.