

## **NOMINATING & ELECTION COMMITTEE**

### **A. Purpose**

The Nominating and Election Committee searches the membership to develop a slate of nominees for office, and is responsible for the election process.

### **B. Organization**

#### **1. Creation**

The Nominating and Election Committee is a committee of the membership of the Section as outlined in the bylaws.

#### **2. Composition**

- a. The Committee consists of a chairperson and two (2) additional members.
- b. The Vice President serves as liaison officer to this committee.

#### **3. Election Procedures**

The Section membership elects one (1) committee member every year.

#### **4. Tenure**

- a. The committee members serve a three (3)-year term.
- b. The senior member serves as the chairperson.
- c. The member with one (1) year of tenure serves as the chairperson-elect.

#### **4. Authority and Accountability**

The Nominating and Election Committee Chair is accountable to the Vice President who will initially address any concerns regarding performance of duties. The President becomes involved only if necessary.

### **C. Operations**

#### **1. Meetings**

- a. The Committee Chair, or a designated committee member, should attend the Section General Business Meeting ballot at APTA's Combined Sections Meeting to announce the results of the elections.
- b. The Committee Chair, or designated representative, may be asked, by the BoD, to attend BoD meetings. If a representative from the committee cannot attend, a written report should be submitted to the Executive Office, with a copy to the Secretary, prior to the meetings.
- c. The Committee Chair may call "face-to-face" meetings of the committee to occur at APTA's Combined Sections Meeting or as deemed necessary. Otherwise, functions of the Committee can be carried out through written correspondence and telephone consultation.

## 2. Records and Reports

- a. Reports of committee activities shall be prepared by the chair with input from committee members and presented at BoD meetings and also at the Section General Business Meeting. A written summary shall be provided to the Secretary prior to the meetings. Other appropriate records of activities during the term of office should also be maintained.
- b. A Teller's Report shall be compiled by the committee and forwarded to the President prior to the announcement of the newly elected officers/directors. The Secretary and Vice President shall receive a copy after the announcement. The Report will include the names of all nominated candidates, the number of votes received for each candidate, the total number of votes cast, and the number of votes disqualified.
- c. Written reports may be submitted to the Section membership through the website, E-blast, or special mailing.

## D. Duties and Responsibilities

1. Submits a call for candidates to the Director of Communications and AMG liaison for submission as e-blast and website content
2. CC all committee members on all communications
3. Develops a slate of candidates for elected offices.
4. Solicit candidate statements and completed consent to serve forms for all candidates by May 1 of the year in which election will occur. Carefully reviews all candidate statements to ensure that they are uniform, complete, and accurate. Consistently enforces Section guidelines for submission of candidate information in order to reduce Section liability.
5. Send candidate statements of all candidates to the Director of Communications and AMG liaison for submission as e-blast, website content and/or elections ballot by June 1 of the year in which election will occur. Members will be notified that electronic and/or mail balloting is available
6. Proofs the ballot prepared by Component Services including candidate statements and the ballot, and returns any edits to Component Services by June 15 of the year in which election will occur.
7. The ballot shall be mailed to all Section members and/or be placed in electronic format and send out through Component Management Services. If electronic format is used, a mail ballot will be sent out upon request of a member or if electronic ballot is returned.
8. Coordinates printing and the mailing or emailing of the ballot with Component Management Services.
9. Counts, or appoints a teller to count, the returned ballots. Verified email count.
10. Prepares a Teller's Report as outlined above.
11. Sends correct names and current addresses of new officers and directors to the Component Services Department of APTA within thirty (30) days after their election.

12. Refrains from representing the Section in endorsing or recommending candidates for Section or APTA offices.
13. Submits a proposed budget for the upcoming year to the Section Treasurer by July 15.
14. Submits bi-annual Action Item updates to the Executive Office.

E. Reimbursement Procedure

Receipts should be obtained for any approved expenses incurred for Section business and procedures should follow those set forth in IV. D. - Reimbursement.

F. Orientation of New Members

1. Orientation of the new Nominating and Election Committee Chair shall be done by the outgoing committee chair and the officer liaison Vice President.
2. Orientation of new committee members shall be done by the Committee Chair.
3. Each newly appointed committee chair will receive a copy of the bylaws and Section Governance Manual, records of the committee chair's activities of the previous two (2) years, and other material deemed necessary, from the outgoing committee chair.

### **Task Time Line**

- CSM Welcome and orient new committee member.
- CSM Request appropriate office supplies.
- CSM-5/1 Call for nominations. Continue canvassing for candidates.
- CSM-5/1 Request consent to serve forms from nominees; continue as needed as new nominees emerge. Orient the nominees to the process for completing documentation.
- 6/1 Submit any suggested bylaw changes to Director of Practice
- CSM-5/1 Candidates statements requested.
- 5/1 Candidate statements compiled and reviewed/returned. No statements will be accepted after this date.
- 7/15 Submit budget to Section Treasurer.
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- 6/1 Compile slate of candidates for the ballot.
- 6/15 Announce election procedure via e-blast and on website with candidate statements.
- 7/1 Balloting opens. Mail ballots to members as needed.
- 7/31 Deadline for ballot returns.
1. Ballots will be tallied by the Executive Office and the Nominating Committee Chair. A report will be compiled, and information will be disseminated to the SoWH Board.
  2. Nominating chairperson, within 1 week of election results finalization, will notify candidates of results and thank them for their candidacy.
  3. Begin orientation process.