

# Nomination and Election Committee Charge



Date Adopted: 7/1/2019  
Next Review Date: 1/1/2022

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## Responsibilities

- **Purpose:** Each calendar year, a Nomination and Election Committee is constituted and charged to develop a slate of candidates and to prepare the ballot for elected offices within the Society. In keeping with the Mission of the Society, the Nomination and Election Committee will be attentive to issues of diversity and equity in developing a slate of candidates for election.
  
- **Duties:**
  - The Nomination and Election Committee shall request self-nominations from the membership at large for officer positions up for election at least ninety (90) days prior to the Annual General Meeting.
  - The Chair shall appoint a single member of the Nomination and Election Committee to serve as a Liaison to the Web Committee to provide content regarding elections to be posted on the Society website, and to coordinate the website-related aspects of the election (e.g. electronic ballot). The Liaison to the Web Committee will also update the elections information on the Society website once the open period of voting is closed and the results of the election are reported.
  - The Chair of the Nomination and Election Committee shall appoint a member or members of the Nomination and Election Committee to create the Self-Nomination Form using an electronic platform (i.e. Google Forms) and distribute the form to the Members of the Society in partnership with the Web Committee as needed.
  - The Nomination and Election Committee shall determine the final slate of candidates by verifying that individuals who have submitted Self-Nomination forms are eligible for office as specified by the Society By-laws. Once eligible candidates are confirmed, the Nomination and Election Committee Liaison to the Web Committee will prepare and test the electronic ballot using the Quiz functionality in Wild Apricot prior to dissemination of the ballot to the members of the Society and the period of open voting.
  - The list of final candidates shall be presented to the membership not less than thirty (30) days prior to the close of the voting period and shall include spaces for write-in selections.

- Valid electronic ballots must be received by the date specified by the Nomination and Election Committee. Elections (i.e. the individual elected to office for each open position) shall be decided by a majority vote.
- **Reporting:** As Chair of the Nomination and Election Committee, the Past President shall announce the election results (i.e. the individual who has received the majority of votes for each open position):
  - To the Executive Committee immediately following the close of the voting period;
  - Via electronic communication to the membership of the Society once the results have been ratified by the Executive Committee;
  - On the Society website (in conjunction with the Nomination and Election Committee Liaison).
  - At the Annual General Meeting, or at a time designated by the Executive Committee.
    - Rank order voting results (i.e. the number of votes received by each candidate) **will not** be released to the Executive Committee or the Membership.

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## Accountability

The Nomination and Election Committee reports to the Executive Committee via the Past President.

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## Membership

- **Number of Regular Members:** The Nomination and Election Committee will be comprised of five Society Members in good standing.
- **Determination:** The Past President shall serve as Chair. Four other Society members, recruited by the Past President to serve on the committee. The Past President will provide a list of names of individuals to the Executive Committee, who can then approve the appointment of these individuals to the Nomination and Election Committee.
- **Ex officio Members:** The Past President serves as the Chair of the Nomination and Election Committee.
- **Non-voting Members:** N/A
- **Term of Service:** Appointed members serve for a term of one year, with a maximum of two consecutive years of service on the committee for any member. Members may be appointed to another term of service after a leave of one year from membership on the committee.
- **Chair:** The Past President shall serve as Chair of the Nomination and Election Committee.