

**Committee: Nominations and Elections**  
**February 19, 2002**

**Committee Chair:** Pat Hipkins, Assistant Coordinator, Virginia Tech Pesticide Programs

**Committee Members:**

Carrie Foss, Pesticide Education Associate, Washington State University, East  
George Hamilton, Extension Pesticide Specialist, Pest Management Office, Rutgers University  
Joyce Hornstein, Extension PAT/IPM Specialist, Iowa State University

**Committee Charge:**

The Nominations and Elections Committee is charged with the development of a slate of nominees for the election of association officers. Nominees are necessary for the following positions: President-elect, Secretary and Treasurer.

**Committee Duties:**

The N&E committee also conducts the actual election. AAPSE By-Laws give the Board of Directors oversight over election procedures. The Articles refer to the Standing Rules. However, none have been adopted to describe election procedures to date, to the best of our knowledge. (See below.)

*By-Laws: Article III, Section 8. Voting.*

At the direction of the Board, voting on any matter, including election of directors or officers, may be conducted by mail or in other manner as the Board shall determine.

*Articles of Incorporation: Article IV, Section 3. Election and Terms of Office.*

Elections shall be conducted by the Nominations and Election Committee according to procedures set forth in the Standing Rules. Terms of office shall be as specified in the By Laws.

*Articles of Incorporation: Article VII Standing Rules*

The Board shall have the power to adopt Standing Rules not otherwise inconsistent with these Articles or its By-Laws.

**Committee Selection:**

By-Laws: Nominations and Elections Committee  
ARTICLE VII  
Committees

Section 1. Nominations and Election Committee. Not less than six (6) months prior to elections, the President shall request each region, the federal agencies and the tribes to appoint one full member to serve on the nominations and elections committee. This committee shall submit to the Secretary in writing a slate of candidates for election as President-Elect, Secretary, and Treasurer (if treasurer is to be replaced). Nominations by the committee will include at least two candidates for each office to be filled; however, if a slate of two candidates is not realized, the Nominations and Election Committee will notify the Secretary a minimum of 45 days prior to the election date so that the Secretary can ask for nominations from the full membership via the AAPSE list serve. Any Full member may submit additional nominations in writing to the Secretary. The ballot shall include a slate of candidates and a brief resume and statement of each candidate. Such nominations must be received thirty (30) days prior to the election day established by the Board. No person shall be nominated without his or her consent.

**Issues for Consideration:**

Committee selection and composition.

Representatives from the four USDA regions, federal membership, and tribes (if applicable.)

Identification of eligible voters.

Requires a current membership list, obtained from the treasurer and/or the membership committee. May present challenges to the next committee if people pay dues just before the annual meeting or if records are not up to date.

Circulation of biographical sketches and other pertinent information.

Biographical sketches should be distributed in advance, along with a description of the duties of each office.

Election procedures, including ballot composition and distribution.

Standard procedures should be followed. Logistics for ballot distribution need to be considered to save time when elections are held with paper ballots at annual meetings.

## **AAPSE - Voting Procedures for Election of Officers:**

06-03-01

Prepared by the 2001 Nominations and Elections Committee

### **Why:**

The AAPSE By-Laws give the Board of Directors has oversight over election procedures. The Articles refer to the Standing Rules. However, none have been adopted to describe election procedures to date, to the best of our knowledge. (See below.)

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### **When:**

Officers are elected in 'odd' years. Normally, election of officers takes place at the AAPSE meeting held in conjunction with the National PAT&C meeting.

#### *By-Laws: Article IV, Section 1*

All officers shall be elected at the first organizational meeting by those eligible for full membership as described in Article II of these By-Laws. All officers shall serve beginning with their election at the first annual meeting of the calendar year and continuing through that year, the subsequent year, and into the third year until elections are completed at the first annual meeting of the third year.

### **How:**

Officers are chosen by **plurality** vote of those participating. (A plurality vote is one in which the person with the most votes wins. The winner of the election does not have to garner a majority of the votes cast.)

#### *By-Laws: Article I, Section 1. Officers.*

The officers of the Association shall be a President, a President-Elect, a Secretary, and a Treasurer. Election shall be by plurality vote of those participating.

## **Specific Procedures for Election of Officers:**

### Ballot Content and Layout:

Ballots list the offices to be filled (President-Elect, Secretary, and Treasurer), placing the name of each candidate in the appropriate section.

Voting instructions (top) and eligibility requirements (bottom) should be placed on the ballot:

- Instructions: vote for ONE nominee per office; description of method for indicating choice (check, circle, fill in the blank) at the top.
- Eligibility: a short description of who can vote was placed at the bottom of the ballot.

Biographical sketches / candidate statements are, according to the AAPSE by-laws, are part of the ballot. However, in 2001, N&E presented this information in a separate handout.

*By-Laws: Article VII, Committees, Section 1. Nominations and Election Committee.*

“... The ballot shall include a slate of candidates and a brief resume and statement of each candidate. ...”

Copies of the biographical sketches should be available at the general business meeting. However, N&E recommends that they be circulated in advance. This may be done by posting them on the AAPSE website, and notifying members of this posting. Also, if the election is held in conjunction with the National C&T meeting, copies can be placed at convenient locations (ex. the AAPSE booth, at registration.)

It may be useful to have a short description of the duties of each office and cite the terms of service in a separate handout.

The same general format and content can be followed for paper via electronic ballots. Biographical sketches and candidate statements can be sent as attachments. Alternatively, members can be referred to the AAPSE website.

#### Identification of Eligible Voters:

##### *Paper ballots at National meetings:*

The N&E committee needs a list of eligible voters. In 2001, the N&E committee used a list of eligible voting entities and voting representatives (or the designated proxy) to prepare ballots in labeled envelopes in advance.

##### *Electronic ballots:*

The person in charge of conducting an election using electronic ballots will need to work with technical specialists in information technology in his/her institution to confirm voting eligibility. Various methods exist at present.

#### Ballot Distribution and Collection:

##### *Paper ballots at National meetings:*

Options: The N&E committee may:

- distribute ballots in advance and collect them at the general business meeting.
- set a specific time and place for voting, well advertised in advance, before the general business meeting.
- conduct the election during the general business meeting.

##### *Electronic ballots:*

A prescribed voting period will be set and announced. The N&E committee will tabulate the votes, and send the election results to the president within two weeks following the end of the voting period.

### Ballot Counting:

The N&E committee will count the ballots, and inform the President of the election results.

#### *Paper ballots at National meetings:*

The N&E committee members will count the completed ballots during the general business meeting. The N&E committee will produce a document citing the election results, sign it, and give it to the President.

#### *Electronic ballots:*

The person in charge of conducting an election using electronic ballots will need to work with technical specialists in information technology in his/her institution to count votes and confirm the results. Various methods exist at present.

### Recordkeeping:

The AAPSE Secretary will keep the election results document (with any other relevant records.)

The chair of the N&E committee will keep the ballots and the vote tabulation sheets for 30 days in case of a question or challenge.

### Announcement of Election Results:

The AAPSE President will announce the results to the members:

#### *Paper ballots at National meetings:*

After a count and verification, during the general business meeting.

#### *Electronic ballots:*

Via an e-mail note to the AAPSE list serve.

### **Task List for N&E:**

Communicate following receipt of charge to get organized make plans, line up conference call times, and deadlines. (Hint: Start early. It takes time to make contacts, answer questions, and finalize a slate.)

Review all documents with operational guidance, including the current Articles of Incorporation and By-Laws, and reports and documents submitted by previous committees. Learn about N&E procedures, eligibility requirements for candidates, voting eligibility, and election procedures. Know the duties of each office. Know where -- and to whom -- to refer potential candidates for more information. If there are written job descriptions' for officers (in addition to what is codified in the Articles and By-Laws), use them.

Contact AAPSE members via e-mail (01/24/00) asking them to recommend potential candidates.

Discuss recommendations and committee members' suggestions.

Recommended criteria for nominees include experience, commitment to AAPSE, and leadership. The final slate should have at least two candidates per office and be representative of the organization (regional and institutional/agency balance.)

Agree on a 'short list' of nominees.

Contact potential nominees for willingness to serve. (In 1999 and 2001, the committee chair called the P-E nominees, while other committee members contacted S and T nominees.)

Refer any questions about eligibility or procedures to the Executive Committee.

Compare notes, and finalize the slate w/ committee consensus.

Request biographical sketches and candidate statements from all those who accept a nomination.

Send the slate to the AAPSE Secretary (cc: the Executive Committee.) The secretary must receive the slate at least 45 days before the election if the slate does not have at least two candidates per office\*. Two months notice is recommended, regardless. In 1999 and 2001, the secretary was notified by e-mail (cc: other EC members.)

\*If the slate lacks two nominees per office, the secretary must seek additional nominations. All additional nominations solicited by the secretary (because the committee slate did not have two candidates per office) must be received 30 days prior to the election.

If the secretary must solicit additional nominations, and additional nominations are made, add them to the slate.

Send all biographical sketches and candidate statements to the AAPSE webmaster for posting on the AAPSE website.

Announce the slate to AAPSE members via the AAPSE list serve as soon as bios/cs are posted on the web. Cite the date and time of the election in the e-mail. Ideally, send this notice six weeks prior to the election.

Reminded AAPSE members about voting procedures (where, when, how) via the AAPSE list serve +/- two weeks before the election.

Prepare print versions of the ballot and biographical sketches/candidate statements if the election will be conducted at a meeting (vs. electronically.)

Make plans to verify eligible voters (or voting entities) and identify voting representatives. Finalize ballot distribution and return procedures.

Prepare documents to confirm voting eligibility and streamline distribution of ballots (a voting eligibility chart, labeled envelopes, etc.) if the election will be conducted at a meeting.

Produce a voting tally sheet if paper ballots will be counted by hand.

Produce document to report election results. (When an election is held during a meeting, N&E members will sign the document to verify election results and submit it to the AAPSE President.)

Circulate paper copies of biographical sketches/candidate statements if the election will be conducted at a meeting (vs. electronically.) Place copies at the AAPSE booth and/or registration table, for example.

Conduct the election and inform the President of the results.

Ask the President to give the official election results document to the Secretary.

Keep records (ballots, tally sheets) for 30 days.