

AAPSE Guidance Document: Procedures for Election of Officers and Regional Representatives

2020 By-Laws Committee

Introduction:

The AAPSE By-Laws give the Board of Directors (BOD) oversight over election procedures. The Articles refer to the Standing Rules. However, no Standing Rules have been adopted to date. For that reason, this guidance document was developed. This document will help to ensure that elections are held in a consistent fashion and in accordance with the directions set forth in the AAPSE By-Laws.

In March 2002, the AAPSE BOD made two decisions that impact election procedures:

- Having the President select a member of the previous Nominations & Elections (N&E) Committee to chair the next one (for continuity), and
- Casting electronic ballots (for inclusiveness).

Moving to electronic balloting (vs. holding elections at national and regional meetings) will make it easier for all AAPSE Full and Life Members in good standing to vote.

AAPSE President-Elect is elected annually, Secretary and Treasurer are elected in “odd” calendar years. Newly elected officers assume their duties at the end of the annual AAPSE General Business Meeting.

Regional Representatives are elected each year (one per region per year). They take their seats on the BOD on January 1 of the year following the one in which they are elected. In at least one of the regions, it is a duty of the newly elected Regional Representative to serve on the N&E Committee, which must start its activities eight months prior to the election of officers. Therefore, regional elections should take place early in the fall of each year.

Officers and Regional Representatives 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.)

Timeline for National Elections:

What (Task)	When (No later than -- time relative to election date)	Who
Set the next election date, based on the dates of the annual AAPSE General Business Meeting.	At least 7 months before the election (At least 8 months before the national AAPSE meeting)	AAPSE President
Form a committee, contact them, and charge them with their duties: <i>By-Laws: Article VII, Committees, Section I. Nominations and Elections Committee.</i> Not less than six (6) months prior to elections, the President shall request each region* to appoint one Full Member to serve on the Nominations and Elections Committee. (*Federal EPA Headquarter Full Members are part of the USDA NE region. Regional EPA Full Members are part of the USDA region in which their office is located.)	6 to 7 months before the election (7 to 8 months prior to the next national meeting)	AAPSE President
Communicate and begin to plan as soon as possible following receipt of charge from AAPSE President: <i>By-Laws: Article VII, Committees, Section I. Nominations and Elections Committee.</i> Not less than six (6) months prior to elections, the President shall request each region* to appoint one Full Member to serve on the Nominations and Elections Committee. (*Federal EPA Headquarter Full Members are part of the USDA NE region. Regional EPA Full Members are part of the USDA region in which their office is located.)	6 months prior to election	N&E Committee Chair should contact and begin dialog with four regional members
1.) Review all AAPSE documents with operational guidance, including: - current Articles of Incorporation and By-Laws, - guidance document, and - reports submitted by previous committees. 2.) Learn about N&E procedures, eligibility requirements for candidates, voting eligibility, and election procedures.	6 months prior to election	N&E Committee (Chair + four Regional Representatives)

<p>3.) Know the duties of each office. Know where -- and to whom -- to refer potential candidates for more information. Refer to AAPSE Guidance Document on this subject (<i>Responsibilities of AAPSE Officers and Others Serving in Official Capacity</i>), in addition to what is codified in the Articles and By-Laws.</p>		
<p>Refer any questions about candidate eligibility and/or voting eligibility and procedures to the Executive Committee (EC).</p>	<p>As soon as possible prior to election</p>	<p>N&E Committee (if necessary)</p>
<p>1.) Contact AAPSE members via the AAPSE listserve asking them to recommend potential candidates and/or indicate their interest in an office. In the memo, tell members in the note that those who wish to make a recommendation or self-nomination may contact a Committee Member and/or the Committee Chair using whatever method is most convenient.</p> <p>2.) Make notes re: recommendations and self-nominations received in response to the request sent to the listserve.</p>	<p>5-½ months prior to election</p>	<p>N&E Committee Chair cc: four Regional Members</p>
<p>Review the AAPSE membership list and construct a list of potential candidates.</p>	<p>5-½ months prior to election</p>	<p>N&E Committee</p>
<p>Discuss recommendations and self-nominations received, as well as committee members' suggestions.</p> <ul style="list-style-type: none"> • Recommended criteria for nominees include experience, demonstrated commitment to AAPSE, and leadership. • The final slate should have at least two candidates per office. <p><i>By-Laws: Article VII, Committees, Section 1. Nominations and Elections Committee.</i> ...Nominations by the committee will include at least two candidates for each office to be filled...</p>	<p>4-½ months prior to election</p>	<p>N&E Committee</p>
<p>Agree on a "short list" of nominees for each office. Rank each list. Ideally, the slate should reflect the AAPSE membership. Refer any questions about eligibility for office to the EC.</p>	<p>4-½ months prior to election</p>	<p>N&E Committee</p>

<p>Contact potential nominees for willingness to serve.</p> <ul style="list-style-type: none"> • When you contact a person, be sure to explain the duties of the office and the level of commitment required to fulfill these duties. Refer them to former officeholders and to the AAPSE Guidance Document on this subject (<i>Responsibilities of AAPSE Officers and Others Serving in Official Capacity</i>, posted on the AAPSE website). • In 1999 and 2001, the committee chair called prospective President-Elect nominees, while other Committee Members contacted potential candidates for the offices of Secretary and Treasurer. If two or more committee members are making calls for one office, be sure to communicate during the process of contacting candidates. <p>Contact people in order of agreed-upon rankings. If they accept, thank them <u>and</u> ask them to begin working on a biographical sketch and candidate statement!</p> <p>A biographical sketch and candidate statement should include both a vita and a description of how the candidate plans to lead if elected.</p> <p><i>By-Laws: Article VII, Committees, Section 1. Nominations and Elections Committee.</i> ...No person shall be nominated without his or her consent.</p>	<p>4-½–3 months prior to election</p> <p>(Allow plenty of time for this step... It takes a long time and may require several calls.)</p>	<p>N&E Committee</p>
<p>Make plans to identify eligible voters (name, e-mail). Refer to the By-Laws (Article II, Section 3.) for eligibility requirements. Work with the Treasurer, Listserve Manager, and Webmaster to obtain a list of eligible voters and current e-mail contact information. Start to construct an e-ballot distribution list, which will be a subset of the AAPSE listserv.</p>	<p>4-½–3 months prior to election</p>	<p>N&E Committee</p> <p>(Get this done early and ask committee members to assist while other committee members contact candidates.)</p>
<p>Discuss and decide on ballot distribution and return procedures. Decide when* and to whom** returned ballots should be sent.</p>	<p>4-½–3 months prior to election</p>	<p>N&E Committee</p> <p>(Get this early and ask a few committee members to assist while other committee members</p>

<p>*At present, no set voting period is prescribed by the Articles of Incorporation or By-Laws. Given that members will receive advance notifications about the election, the 2020 By-Laws Committee believe that allowing a two-week e-voting period is adequate.</p> <p>**At present, there is no system for returning ballots. It is recommended that each vote be sent to several people, so two or more independent tallies will be made. In addition, to preserve anonymity, consider having ballot recipients and counters NOT be N&E Committee members themselves, but non-AAPSE colleagues or staff persons with the time and expertise to serve in this capacity. A filter can direct returned ballots to a specific folder if convenient. Alternatively, establish a special e-mail address and use it for e-balloting. This option allows all committee members to access, view, print, and count returned ballots (via webmail or other means). Electronic polling services exist as well. Once a five member committee is formed, the members can discuss procedures with the Information Technology support group at their agencies/institutions and formulate a plan.</p> <p>Note that electronic communication technologies will change/advance and new options will become available.</p>		contact candidates.)
<p>Prepare a tracking system to confirm that only ballots from eligible voters are counted.</p> <p>Various methods exist at present. N&E members may work Information Technology Specialists in their institutions/agencies, or simply match e-mail addresses of voting responses with a list of eligible voters and e-mail addresses.</p>	4-½–3 months prior to election	N&E Committee, perhaps with others (Plan ahead. The Chair may ask one or two committee members to work on this while the Chair and other members contact candidates)
<p>Produce a voting tally sheet.</p>	4-½–3 months prior to election	N&E Committee, working with designated vote recipients and counters
<p>Ask the Treasurer to send a notice through the listserve about the upcoming e-election, which will be held BEFORE the next AAPSE General Business Meeting.</p>	4 months prior to election	N&E Committee with the Treasurer

<p>Remind members that only full or life members in good standing (as of one month prior to the election^{***}) may vote.</p> <p>***At present, there is no cut-off point for paying dues to become eligible to vote. However, it is not practical to allow people to pay dues at the last minute in order to become eligible to vote. We suggest only those active members in good standing one month prior to the start of the voting period be allowed to vote.</p>		
<p>Compare notes and finalize the slate with committee consensus.</p>	<p>3 months prior to election</p>	<p>N&E Committee</p>
<p>Contact each candidate to confirm their acceptance, thank them (again), and give them a deadline for completion of biographical sketches and candidate statements.</p>	<p>3 months prior to election</p>	<p>N&E Committee</p>
<p>Send the slate to the AAPSE Secretary</p> <ul style="list-style-type: none"> In 1999 and 2001, the Secretary was notified by e-mail (cc: other EC members and the N&E Committee.) <p><i>By-Laws: Article VII, Committees, Section 1. Nominations and Elections Committee.</i> ... if a slate of two candidates is not realized, the Nominations and Elections 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 listserv.</p>	<p>3 months prior to election (ideally); 45 days prior (minimum) if the slate does not have at least two candidates per office.</p>	<p>N&E Committee Chair cc: Four Regional Representatives and the AAPSE Executive Committee</p>
<p>Send all biographical sketches and candidate statements to the AAPSE Webmaster for posting on the AAPSE website.</p> <ul style="list-style-type: none"> In 2001, these documents were sent to the Webmaster as e-mail attachments. 	<p>6 weeks prior to election (ideally); AS SOON AS POSSIBLE if the N&E Committee could not produce a slate with at least 2 candidates/office, and additional nominations are made directly to the secretary.</p>	<p>N&E Committee Chair will send bios/cs to the Webmaster (cc: regional members)</p>

<p>If the slate lacks two nominees per office, the Secretary must solicit additional nominations.</p> <ul style="list-style-type: none"> If additional candidates must be sought by the Secretary, the slate will not be announced far enough in advance of the meeting to provide ample time to post biographical sketches and candidate statements for members' review. Therefore, do everything possible to avoid this situation! 	<p>45 days prior to election</p> <p>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.</p>	<p>Secretary (if necessary)</p>
<p>If the slate lacks two nominees per office and the Secretary receives direct nominations, the Secretary should inform the N&E Committee, and provide the names of these nominees.</p> <p><i>By-Laws: Article VII, Committees, Section 1. Nominations and Elections Committee.</i> ...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.</p>	<p>30 days prior to election</p>	<p>Secretary and the N&E Committee (if necessary)</p>
<p>If the Secretary's solicitation garnered additional nominations, contact these nominees to:</p> <ul style="list-style-type: none"> - confirm that they are willing to run, - thank them, and - request candidate statements and biographical sketches. <p>Ask these newly identified candidates to submit their biographical sketches and candidate statements as soon as possible)</p> <p>Add these candidates to the slate.</p>	<p>30 days prior to the election or as soon as possible</p>	<p>N&E Committee (if necessary)</p>
<p>Announce the slate to AAPSE members via the AAPSE listserv as soon as bios/cs are posted on the web.</p> <p>Note the voting period and voting eligibility requirements in the e-mail.</p>	<p>1 month prior to the election (ideally); or as soon as possible if the N&E Committee could not produce a slate with at least 2 candidates/office, and additional nominations are made directly to the Secretary.</p>	<p>N&E Committee Chair in cooperation with the Webmaster (who will post biographical sketches and candidate statements)</p>

<p>Work with the Treasurer to obtain a final list of eligible voters. ***Obtain each eligible voting member's name and e-mail address. Identify any Full or Life Members without e-mail access.</p> <p>Refine the e-mail ballot distribution list in cooperation with the listserv Manager and Treasurer.</p> <p>Note: it is important that membership data -- database of paid Full Members/Life Members + contact information -- be complete and current.</p> <p>***At present, there is no cut-off point for paying dues to become eligible to vote. However, it is not practical to allow people to pay dues at the last minute in order to become eligible to vote. We suggest only those active members in good standing one month prior to the start of the voting period be allowed to vote.</p>	<p>1 month prior to election</p>	<p>N&E Committee with the Treasurer</p>
<p>In the event an eligible voter does not have access to e-mail, the N&E Committee will work with this person to enable him/her to cast a paper ballot or establish a proxy.</p>	<p>1-month prior to election (to be arranged if/as needed)</p>	<p>N&E Committee and any eligible voter without e-mail access</p>

<p>Prepare the official e-ballot, which must include voting instructions and eligibility requirements as well as biographical sketches/candidate statements.</p> <p>List the offices to be filled (President-Elect, Secretary, and Treasurer) and place the name of each candidate in the appropriate section of the electronic (e-mail) ballots for election of officers.</p> <p>- Instructions: The statement, “Vote for ONE nominee per office.” and a description of method for indicating choice should be placed at the top of the e-ballot.</p> <p>- Eligibility: A short description of who can vote should be placed at the bottom of the e-ballot.</p> <ul style="list-style-type: none"> • The bios/cs are technically part of the ballot. However, instead of pasting them into the body of the note we propose that they are sent as attachments to e-ballots. • Attach or refer voters to the <i>Responsibilities of AAPSE Officers and Others Serving in Official Capacity</i> guidance document. 	<p>1-month prior to election</p>	<p>N&E Committee</p>
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<p>Remind AAPSE members about voting procedures (when, how) via the AAPSE listserv.</p> <ul style="list-style-type: none"> Depending on how e-ballots are returned, you may need to tell eligible voters that they MUST use the e-mail address they use to receive AAPSE listserv messages when they return their ballot. Be sure all members understand who may vote, when the voting period will open and close, and to whom ballots must be sent. <p>Announcements regarding the slate, posting of bios/cs, etc. should alert the membership to the upcoming election. Nonetheless, it would be wise to send an e-mail to the listserv announcing the day the ballots will be sent to the listserv and the voting period.</p>	+/- 2 weeks prior to election	N&E Committee Chair
Distribute e-ballots. Conduct the election.	0 days prior to 2 weeks after the start of election period	N&E Committee
Count ballots.	2 weeks after election	N&E Committee, and possibly others
Obtain election results from designated e-vote recipients and counters. Confirm independent tallies.	2 weeks after election	N&E Committee
Inform the President of the results by telephone or e-mail.	2 weeks after election	N&E Committee Chair
Prepare an official document (original and six copies) reporting election results, signed by the Committee Chair. Send copies to the President, the Secretary, and each of the four N&E Committee Members. Retain one copy for the N&E Committee folder.	2 weeks after election	N&E Committee Chair
Keeps the election results document(s) and any other relevant election records.	N/A	Secretary
Keep records (e-ballots, and tally sheets) for 30 days after the election results are announced to the membership by the President, in case of a question or challenge.	> 30 days after election results are announced	N&E Committee Chair
If/as necessary, update the elections procedures guidance document.	> 30 days after election results are announced	N&E Committee

<p>Update N&E records folder. The folder contains records from previous committees and the current version of this guidance document.</p>	<p>> 30 days after election results are announced</p>	<p>N&E Committee Chair with input from the four Regional Members</p>
<p>Send N&E records folder with any pertinent e-mail notes and e-documents to the next N&E Committee Chair.</p>	<p>+/- 6–7 months prior to the next election</p>	<p>N&E Committee Chair, upon notification by the President</p>

Timeline for Regional Elections:

What (Task)	When	Who
<p>Set the election period.</p> <p>Regional elections are held annually in the fall. A new Regional Representative is elected each year (one per region per year).</p> <p>*In at least one of the regions, it is the duty of the newly elected Regional Representative to serve on the Nominations and Elections Committee. In regions where this is the case, in even calendar years, the Regional Representatives who conduct the election must hold the regional election at least eight months prior to the next election of officers. This may mean holding the regional election earlier than usual. These regions must hold their elections in time to have their N&E representative identified at least seven months prior to the next election of officers. Members will have two weeks to cast ballots.</p>	<p>August or September*</p>	<p>Regional Representatives to the Board of Directors (BOD)</p>
<p>Work with the Treasurer, Listserve Manager, and Webmaster to build an e-mail list for contacting eligible voters.</p>	<p>August or September</p>	<p>Regional Representatives to the BOD</p>
<p>Set a prescribed nomination period.</p>	<p>September</p>	<p>Regional Representatives to the BOD</p>
<p>Contact all AAPSE members in the region via e-mail to:</p> <ul style="list-style-type: none"> - announce the election and the office to be filled (Junior Representative to the BOD), - specify the voting period, - specify the nomination period, and - ask for nominations. <p>Attach or refer members to the Guidance Document specifying duties of BOD members. Be sure to include any other duties specific to the region. For instance, in some regions, one of the representatives to the Board also serves on the Nominations and Elections Committee during the appropriate years.</p>	<p>September</p>	<p>Regional Representatives to the BOD</p>

<p>After close of the nomination period, ensure that all nominees are eligible for office (Full or Life Members of AAPSE and from a USDA region state)</p> <p>Contact each nominee to ensure that the person is willing to serve.</p>		<p>Regional Representatives to the BOD</p>
<p>Construct an e-ballot. Decide on vote submission, counting, and verification procedures (see discussion/suggestions of procedures for national elections.)</p>	<p>September or October</p>	<p>Regional Representatives to the BOD</p>
<p>Conduct election: Send out e-ballots; collect and count eligible ballots received in the prescribed period. Confirm results. Keep records for 30 days after the end of the voting period.</p>	<p>October or November</p>	<p>Regional Representatives to the BOD</p>
<p>Announce results to the members in the region, the Executive Committee, the Listserve Manager, and Webmaster.</p>	<p>Within 2 weeks after the end of the voting period</p>	<p>Regional Representatives to the BOD</p>