

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

09-09-02

2001 Nominations and Elections 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, the 2001 committee drafted a “task list” describing election procedures as a guidance document for future committees. 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 Articles of Incorporation and 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 Members in good standing to vote.

AAPSE officers are elected in “odd” calendar years, in conjunction with the National Pesticide Applicator Training and Certification (PAT&C) Workshop. Newly elected officers assume their duties at the end of the AAPSE General Business Meeting held during the National PAT&C Workshop. Therefore, the timing of the biennial governance election will vary, depending on the dates of the National PAT&C Workshop.

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. (In regions where the newly elected BOD representative will serve on the N&E Committee, regional elections must be held no later than seven months prior to the next AAPSE election and eight months prior to the next PAT&C Workshop.)

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 (<i>No later than</i> -- time relative to election date)	Who
Set the next election date, based on the dates of the first national meeting in odd calendar years (in conjunction with the National PAT&C Workshop).	At least 7 months before the election (At least 8 months before the first odd-year national AAPSE meeting)	AAPSE President
Form a committee, contact them, and charge them with their duties: <i>By-Laws: Article VII, Committees, Section 1. 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 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.)	6–7 months before the election (7–8 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 1. 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 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	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. 3.) Know the duties of each office.	6 months prior	N&E Committee (chair + four regional representatives)

<p>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</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>5-1/2 months prior</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>5-1/2 months prior</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 I. Nominations and Elections Committee.</i> ...Nominations by the committee will include at least two candidates for each office to be filled...</p>	<p>4-1/2 months prior</p>	<p>N&E Committee</p>
<p>Agree on a "short list" of nominees for each office. Rank each list.</p> <p>Ideally, the slate should reflect the AAPSE membership.</p>	<p>4-1/2 months prior</p>	<p>N&E Committee</p>

<p>Refer any questions about eligibility for office to the EC.</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 office-holders 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>4-1/2–3 months prior</p> <p>(Allow plenty of time for this step...it takes a long time, and repeated 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, listserv 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>4-1/2–3 months prior</p>	<p>N&E Committee</p> <p>(Get this done before the last minute... have some committee members work this out while others 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>4-1/2–3 months prior</p>	<p>N&E Committee</p> <p>(Get this done before the last minute...</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 2001 N&E Committee and 2002 Board of Directors felt 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 committee is formed, the five 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>		<p>have some committee members work this out while others contact candidates.)</p>
<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 with technical specialists in Information Technology in their institutions/agencies, or simply match e-mail addresses of voting responses with a list of eligible voters and e-mail addresses.</p>	<p>4-1/2–3 months prior</p>	<p>N&E Committee, perhaps with others</p> <p>(Plan ahead...the chair may ask one or two committee members to work this out while the chair and other members contact candidates?!)</p>
<p>Produce a voting tally sheet.</p>	<p>4-1/2–3 months prior</p>	<p>N&E Committee, working with designated vote recipients and counters</p>
<p>Ask the Treasurer to send a notice about dues to the listserve, noting that the e-election will be held BEFORE the next national meeting, and reminding</p>	<p>4 months prior</p>	<p>N&E Bommittee with the Treasurer</p>

<p>members that only full 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</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</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 (ideally);</p> <p>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 members 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 (ideally);</p> <p>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 	<p>45 days prior</p> <p>All additional nominations solicited by the Secretary</p>	<p>Secretary (if necessary)</p>

<p>the Secretary, the slate will not be announced very far in advance of the meeting, and biographical sketches and candidate statements will not be posted much in advance. If possible, try to avoid having to go this route!</p>	<p>(because the committee slate did not have two candidates per office) must be received 30 days prior to the election.</p>	
<p>If the slate lacked two nominees/office, the Secretary should inform the N&E Committee if any direct nominations were received or not...and if so, 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</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 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 (ideally);</p> <p>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.*** For each, obtain member name and e-mail address. Identify any Full Members</p>	<p>1 month prior</p>	<p>N&E Committee with the Treasurer</p>

<p>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/Full Life Members + contact information -- be complete and up-to-date.</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>In the event an eligible voter does not have access to e-mail, the N&E Committee will need to work with this person to enable him/her to cast a paper ballot or establish a proxy.</p>	<p>1 month prior (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>Electronic (e-mail) ballots for election of officers list the offices to be filled (President-Elect, Secretary, and Treasurer) and place the name of each candidate in the appropriate section.</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.</p> <p>- Eligibility: a short description of who can vote should be placed at the bottom of the ballot.</p> <ul style="list-style-type: none"> • The bios/cs are technically part of the ballot. However, we propose that they be sent as attachments to e-ballots (vs. being pasted into the body of the note). • Attach or refer voters to the <i>Responsibilities of AAPSE Officers and Others Serving in Official Capacity</i> Guidance Document. 	<p>1 month prior</p>	<p>N&E Committee</p>

<p>Remind AAPSE members about voting procedures (when, how) via the AAPSE listserve.</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 listserve 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 listserve announcing the day the ballots will be sent to the listserve and the voting period.</p>	+/- 2 weeks prior	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 post	N&E Committee, perhaps with others
Obtain election results from designated e-vote recipients and counters. Confirm independent tallies.	2 weeks post	N&E Committee
Inform the President of the results by telephone or e-mail.	2 weeks post	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 post	N&E Committee chair
The AAPSE Secretary keeps the election results document(s) and any other relevant election records.	N/A	Secretary
Keep records (e-ballots, 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 post	N&E Committee chair
If/as necessary, update the elections procedures Guidance Document.	> 30 days post	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 post</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 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 a 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 (nine months prior to the next national PAT&C Workshop). 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.</p> <p>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 the close of the nomination period, ensure that all nominees are eligible for office (Full Members of</p>		<p>Regional representatives to the BOD</p>

AAPSE and from a state in the USDA region).		
Contact each nominee to ensure that the person is willing to serve.		Regional representatives to the BOD
Construct an e-ballot. Decide on vote submission, counting, and verification procedures (see discussion/suggestions of procedures for national elections.)	September or October	Regional representatives to the BOD
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.	October or November	Regional representatives to the BOD
Announce results to the members in the region, the Executive Committee, the listserve manager, and Webmaster.	Within 2 weeks after the end of the voting period	Regional representatives to the BOD

Relevant sections of the Articles of Incorporation and By-Laws (12/05/01):

Articles of Incorporation:

Article II: Membership

Section 1. Categories and Privileges of Membership.

The categories of membership are Full, Associate, International, Retired, and Life. The descriptions, requirements, and privileges of membership are set forth in the By-Laws.

Section 3. Voting.

Voting privileges shall be specified in the By-Laws.

Article IV: Officers and Regional Representatives

Section 1. Officers.

The officers of the Association shall be President, President-Elect, Secretary, and Treasurer.

Section 2. Qualifications.

All candidates for office must be Full Members of the Association.

Section 3. Election and Terms of Office.

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

Section 4. Succession and Vacancies.

Succession and vacancies shall be as specified in the By-Laws.

Section 5. Duties and Responsibilities of Officers.

General duties and responsibilities of each office are outlined below. Additional duties and responsibilities are as specified in the By-Laws.

(1) President. The President shall be the Chairperson of the Board of Directors. The President shall preside over all national meetings and be an ex-officio member of all standing committees.

(2) President-Elect. In the absence of the President or in the event of inability or refusal to act, the President-Elect, upon the recommendation of the Board, shall perform the duties of the President, and when so acting, shall have all the powers and be subject to all the restrictions upon the President. The President-Elect shall perform such other duties as from time to time may be assigned to him or her by the President or the Board.

(3) Secretary. The Secretary shall be responsible for keeping accurate minutes and records of all business and Board of Directors meetings.

(4) Treasurer. The Treasurer shall be responsible for maintaining accurate records of all financial accounts and for overseeing the disbursement of all funds. The Treasurer shall submit financial records for an annual audit.

Section 6. Regional Representatives.

Two (2) regional representatives per region shall serve as members of the Board of Directors. Regional representatives must be Full Members of the Association and shall be selected as provided in the By-Laws.

Article VII: Standing Rule

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

By-Laws:

Article II: Membership

Sections 1 and 2.

These sections describe the types of members. They are relevant because:

- only Full Members may be candidates for office, and
- only Full Members and Life Members who are also Full Members may vote in elections.

Section 3. Voting.

This section explains that only Full Members, including Life Members who are also Full Members, can vote on governance issues, including election of officers.

Article III: Meetings of Members

Section 7. Proxies.

At any meeting of members, a member entitled to vote may vote by proxy executed in writing by the member, or his/her duly authorized attorney-in-fact. No proxy shall be valid after eleven (11) months following the date of its execution unless provided in the proxy.

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.

Article IV: Officers

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.

(This section goes on to describe term lengths and term limits. These topics are reiterated and expanded upon in Section 3.)

Article VII: Committees

Section 1. Nominations and Elections Committee.

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. 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 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. 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 their consent.

(*Federal EPA 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.)

Issues To Be Addressed:

Matters to refer to the Executive Committee and Board of Directors and/or Articles of Incorporation and By-Laws Committee:

#1: Confirm that the By-Laws allow for direct nomination(s) from Full Members only, and only if/when the N&E Committee does not produce a slate with two candidates per office. If this is not the case, the N&E should notify all Full Members that they may send nominations directly to the Secretary at any time until 30 days prior to the election, thus bypassing the N&E Committee and getting on the ballot. If this is done, the person making the nomination (self-nomination) must assume responsibility for supplying a cs/bio to the Webmaster, and their name to the N&E Committee in time to be placed on the ballot. (See bold text in By-Laws section below.)

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

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. This committee shall submit to the Secretary in writing a slate of candidates for election as President-Elect, Secretary, and Treasurer (if the 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 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. 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.

#2: Confirm that “write-in” additions are NOT allowed on the ballot. (See bold text in By-Laws section below.)

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

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. This committee shall submit to the Secretary in writing a slate of candidates for election as President-Elect, Secretary, and Treasurer (if the 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 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. 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.**

#3: At present, there is no cut-off point for paying dues to be/become a Full Member in good standing prior to an election, and thus being eligible to vote. However, it is not practical to allow people to pay dues up to the last minute. We suggest only those active Full Members in good standing one month prior to the start of the voting period be allowed to vote. Ideally, this period should be specified in the By-Laws (Article II, Section 3.). Carol Ramsay, the current Treasurer, agrees with this recommendation.

#4: At present, no e-voting period is prescribed by the Articles of Incorporation or By-Laws. Given that members will receive several e-notifications about an upcoming election, the current committee and BOD felt that allowing a two-week e-voting period is adequate.

#5: Article IV, Section 1 of the By-Laws should be rewritten to state that e-elections will be held in conjunction with or before vs. at the first annual meeting in odd calendar years.

#6: It may be advisable to revise Article VII, Section 1 of the By-Laws to note that, from now on, the President will appoint a N&E Committee chair, selecting him or her from the members of the previous committee. Alternatively, it may be sufficient to leave directions for expansion of the N&E Committee in the **Procedures for Election of Officers and Regional Representatives** Guidance Document. In any case, the President will contact the committee + chair and give them their charge.

#7: Article IV, Section 2 of the Articles of Incorporation states that only Full Members may be candidates for office. Article II, Section 3 of the By-Laws says that Full Members and Life Members who are also Full Members may vote in elections. It may be advisable to make these two sections more congruent, and state that Life Members who are also Full Members may also be candidates for office if the EC/BOD thinks this is proper.

#8: As of now, a retired member who was elected to office when he/she was a Full Member cannot vote in elections or on governance issues, position papers, policy statements, and other issues affecting the Association. (By-Laws Article II, Section 3.) It may be advisable to allow such officers to vote (see #9).

#9: Consider allowing retired members to stand for office...and if elected, vote?