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- I. The Nominations and Elections (NE) Committee Chair is appointed by the President and approved by the Executive Committee at the first quarterly meeting. The NE Chair will then elect no less than three Committee Members and they should be from different institutions if possible.
- II. The Nominations and Elections Committee Chair and its members shall serve a one-year term and must be in good standing with SEAALAS.
- III. The Nominations and Elections Committee Chair is a non-voting member of the SEAALAS Executive Committee.
- IV. The NE Chair and the Committee Members are responsible for:
 - A. Familiarizing themselves with the function of the NE committee in compliance with the bylaws of SEAALAS.
 - B. Submitting information on themselves and the committee members for the June 1st quarterly Newsletter along with any pertinent information pertaining to the committee or awards available.
- V. The NE Chair and Committee Members are responsible for following the nomination procedures below:
 - A. The Chairman should announce the call for nominations in June 1st Issue quarterly newsletter. An electronic announcement should be made via the list serve to the membership also notifying them of the call for nominations. The announcement should include the elective officers which are:
 1. President-Elect
 2. Secretary
 3. Treasurer (every 2 years)
 4. Two Board of Directors.
 - B. The deadline for the receipt of nominations will be no later than August 1st . If nominations are not received by the August 1 deadline, the Committee will recruit active members to serve in the open office slots.
 - C. A brief biographical sketch should be obtained from each nominee.

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- D. Within 3 working days of the nomination deadline, the NE Committee will submit the names of the nominees to the President. The President will, in turn, submit the names to the Executive Committee for certification.
- VI. The NE Chair and Committee Members are responsible for following the Election procedures:
- A. The NE Committee will prepare sufficient quantity of ballots (1 per voting member), postage stamps (2 per ballot), envelopes (2 per ballot), member address labels (1 per ballot), and a number stamp are needed to meet committee function. Mailing labels can be obtained from the Executive Director. All other materials need to be purchased or prepared by the committee.
1. The prepared ballots should list the offices in the following order:
- a) President-elect
 - b) Secretary
 - c) Treasurer (every 2 years)
 - d) Two Board of Directors
- B. The notation vote for one should be listed with the President-elect, Secretary, and Treasurer offices and the notation vote for no more than two should be listed with the Board of Directors.
- C. Candidates for each office should be listed in alphabetical order. The ballots should be numbered uniquely and sequentially. The committee should obtain a sample template from the Executive Director to use as a reference.
- D. The ballot and a biographical sketch of each candidate should be mailed first class with the provided postage paid return envelope, addressed to the SEAALAS Post Office Box by August 15th to all current SEAALAS members. The return envelope should not contain the name or address of the voter, but should be numbered sequentially. An electronic notification of the ballot should be sent out via e-mail using the List Serv and should be posted on the website.

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- E. Record the sequence of numbers of the ballots sent to the voting membership. For purposes of completeness, copy the sheets of member address labels before using them. This is done to provide a record of those who were sent ballots.

- F. The ballots are collected from the PO box and stored in a receptacle in the Executive Director office until no less than three days past the closing date of September 30th. After the collection of ballots is complete, the ballots are forwarded to the Nominations & Elections Committee Chair for tabulation.

- G. At least two members of the Committee must be present when ballots are tabulated. Tabulation of votes should be completed by the October 15th deadline. Only official ballots received or postmarked by the deadline should be tabulated. The candidate for each office, except Board of Directors, who receives a majority of the votes shall be declared elected. For election to the Board of Directors, the two members collecting the largest quantity of votes, but not necessarily a majority, shall be declared elected.

- H. The election results should be reported to the President, President-Elect, and Executive Director by email. The Executive Director will forward the results to the Executive Committee. The President shall notify the winners via email no later than December 1st. An official appointment letter will be provided at the first Board Meeting.

- I. After the election, the Nominations & Elections Committee Chair will send the ballots to the Executive Director for archiving and prepare and forward a committee report, including elections results (but not vote totals), to the newsletter editor so it can be published in the December newsletter.

- VII. Timetable:
 - A. July 1- Request a list of current SEAALAS members and a set of address labels from the Executive Director.

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- B. August 1- Receive the list of nominated candidates from the SEAALAS President. Receive biographical sketches of the candidates from the Nominations Committee.

- C. August 15- Prepare and mail ballots with a stamped return envelope to each member.

- D. September 30- Voting deadline. Tabulate only those ballots received before or postmarked on this date. Beg. of October - Schedule a meeting to tabulate ballots by October 15.

- E. October 15- Deadline for ballot tabulation. Report results to President, President-Elect, and Executive Director. Mail ballots to the Executive Director for archiving. Prepare and forward a committee report, including elections results (but not vote totals), to the newsletter editor.

- F. December 1 - The current President will inform the winning candidates of the results.