

NASIG NOMINATIONS AND ELECTIONS PROCESS

In the fall of 2006, the Executive Board formed a working group to write a document that would provide an explanation of NASIG's nominations and elections process to the membership. The working group consisted of the current chair of the Nominations & Elections Committee, David Burke, and three former N&E members, Anne McKee, Christine Stamison, and Kathryn Wesley. Revised June 2007 to reflect changes to NASIG's bylaws affecting the election process. Revised April 2015 to reflect changes in online balloting and the organization's management system. Revised August 2019 to reflect changes to nominee reference requirements.

NASIG NOMINATIONS AND ELECTIONS PROCEDURE

Nominations and elections are governed by NASIG Bylaws, Article VII (https://www.nasig.org/site_page.cfm?pk_association_webpage_menu=308&pk_association_webpage=1164) and are carried out by the Nominations & Elections Committee.

COMPOSITION OF THE COMMITTEE

The Nominations & Elections Committee is appointed by the incoming president in the spring of each year. The number of members on the committee may vary, but there should be an odd number. The term of service is one year. Members may be reappointed for one succeeding term. The chair may serve only one term as chair. At least one half of the committee each year should consist of new appointees. Previous past presidents may serve as members of, or consultants to, the committee. Committee members are not eligible to be nominated for office during their terms of service.

COMMITTEE CHARGE

The Nominations & Elections Committee will solicit nominations of vice president/president elect, secretary, treasurer and board members, review proposed candidates' qualifications, prepare a slate of candidates, prepare the ballot, carry out the election, report the results to the NASIG membership and review any challenges to the election. The committee's deliberations will be strictly confidential. The committee will adopt all necessary and proper precautions to ensure the conduct of a trustworthy election.

THE NOMINATION PROCESS AND TERMS OF OFFICE

Nominations for vice president/president-elect and three members-at-large are solicited each year; nominations for secretary and treasurer are solicited when appropriate. The vice president/president elect shall serve the first year after election as vice president, the second year after election as president, and the third year after election as immediate past president. The treasurer shall be elected for a term of three years. The first year shall be served as treasurer-elect, followed by two years as treasurer. The secretary shall be elected for a term of three years. Nominations may be made by committee, by petition, or by ballot write-in.

NOMINATION BY COMMITTEE

The committee solicits nominations from the membership in a number of ways. An electronic form is made available on the NASIG website with submissions directed to the chair of the committee. Nominations may also be made by email, in writing, or by phone to any member of the committee. The chair of N&E issues one or more reminders to the membership to encourage members to submit nominations. Members do not have to secure the permission of nominees before submitting their names, as the committee will contact them to determine if they wish to proceed with the process.

NOMINEE REQUIREMENTS

Nominees must be members in good standing for the year of the election in order to be considered by the committee, i.e., dues must be paid for the next year's membership before the committee may vet the nominee. The chair confirms membership status of nominees with the Membership Services Committee Chair. It is recommended that nominees have served at least two years on any NASIG committee. No NASIG member may be denied a place on the ballot due to race, color, creed, sex, etc., in accordance with federal equal opportunity laws.

NOMINEE PROFILES

When the deadline for nomination solicitation has passed, the committee contacts all nominees to determine their interest in running for office and to secure their permission to consider them for the ballot. All nominees who agree to be considered by the committee receive a nominee profile form. The form solicits information on their activities within NASIG, their relevant professional activities outside of NASIG, and a position statement regarding their potential contribution as a NASIG board member. The committee also sends the nominee a link to a NASIG web page with a job description of the position for which he or she has been nominated. Example:

http://www.nasig.org/site_page.cfm?pk_association_webpage_menu=708&pk_association_webpage=1188

NOMINEE REFERENCES

The nominee profile form asks for the names of three references who can comment knowledgeably on the nominee's previous work in NASIG. For nominees for Executive Offices, we ask that at least two of the references be NASIG members who have worked with the nominee in an official capacity (e.g. on a committee), preferably an Executive Board member or Committee Chair. For nominees for Member at Large, we ask that at least one reference be a NASIG member who has worked with the nominee in an official capacity. For current or past Board members, Committee Chairs or Co-Chairs, NASIG references should include an Executive Officer with or under whom the nominee served.

CONTACTING REFERENCES

References are contacted at the discretion of the committee. References are asked a list of standard questions soliciting information on the nominee's reliability, enthusiasm, and creativity. If current board members are running for reelection or for other office, the chair contacts those references. References are conveyed to the entire committee.

All information regarding nominees, committee deliberations, and especially information obtained from references, is to be kept absolutely confidential within the committee.

PREPARING AND ANNOUNCING THE SLATE

Based on the nominees' rankings and references, the committee prepares a slate of candidates. The committee endeavors to choose two to three nominees for each open position. In the event of a shortage of nominees who are willing to run for an office, the committee may solicit potential candidates. The chair informs the board of the final ballot as soon as it is completed. This notification is for courtesy purposes only. **The board does not approve the slate. The board accepts the slate of candidates as named by the committee.**

Before announcing the slate of candidates to the membership, nominees are notified regarding whether they made it onto the ballot. The chair then announces the slate of candidates to the membership via email.

NOMINATION BY PETITION

After announcing the slate of candidates nominated by the committee, the chair issues an e-mail call for nominations by petition. Petition nominees must agree in writing to run for the office nominated and must be members in good standing as described above. The chair must receive petitions in support of the nominee from at least ten members in good standing. Petitions may be handled by paper or by email. Petitioners may sign or add their email to a single document, or they may submit individual messages to the chair as long as they clearly state their names, the name of the petition candidate, and the specific office for which the candidate is being nominated. Successful petition candidates must fill out a nominee profile form, and will be included on the official ballot. The chair must receive nominations, supporting petitions, and nominee profile forms within fifteen days of the call for nominations by petition. Petition candidates will be designated as such on the ballot.

NOMINATION BY WRITE-IN

The ballot will include spaces under each office for write-in candidates.

BALLOTING

Electronic ballots created by the committee's web liaison and/or CMC are made available at least 60 days prior to the annual conference. Names appear in alphabetical order on the ballot. Nominee profiles with position statements for each candidate are made available to the membership. Completed ballots will be accepted for ten working days after election call, after which electronic balloting will be closed.

COUNTING THE BALLOTS AND REPORTING THE RESULTS

The chair tabulates the ballots. The ballot tabulation is confirmed by another committee member (typically the vice-chair) or by a disinterested third party. In case of a tie for any position, the committee decides the winner by blind lot.

When the count is complete and confirmed, the chair notifies the board liaison of the results. The candidates are notified by phone. The board liaison communicates the election results to the Executive Board and the chair does the same with the committee. All candidates must be notified by phone before results are communicated to the membership. Phone calls should be followed up by notification in writing. The results of the election are then announced via email. They are also posted on the NASIG Blog, and announced in the next issue of the *NASIG Newsletter*.

RETENTION OF BALLOTS AND CHALLENGES TO THE ELECTION

All ballot information is retained for 120 days following the close of the election in the event that a challenge is made. Also, intra-committee correspondence throughout the year should be sent through the committee email list so that it can be archived. Challenges to the election must be made in writing to the president within 10 days of the first publication of the results. The board will evaluate the merits of the challenge. If it is determined that the challenge has merit, the board will appoint two non-NASIG members to do a recount.