

Election Committee Administrative Procedures

1. Responsibility

The Election Committee shall conduct and supervise all elections of the Society.

2. Committee Members

The Election Committee consists of the President-Elect, the President, and the Immediate Past President. The President-Elect serves as Election Chair. The Election Committee members will work together to identify and address potential conflicts of interest before and during the nominations and elections processes. In the event of a conflict of interest between the Election Chair and any candidates for one or more of the positions to be elected, the Immediate Past President will oversee the nominations and elections processes for the position(s) in question.

3. Election Procedure

a) Send Call for Nominations (September 1 for SIOP Officers).

The Election Committee, using the facilities of the Administrative Office, sends by email a call for nominations each year. The nomination ballot shall allow for at least three nominees to be submitted for each open position. Nominations are to close 30 days after opening and the results returned to the Election Chair within two days of the close of nominations. The nominations site should remain open to each voting member throughout the nomination period; this allows for the addition or deletion of nominees throughout the nomination period.

b) Secure nominees for each office.

The Election Committee counts the nominating ballots and contacts those with the most votes to ascertain their willingness to run for office. Bylaws Article V., Section 3.a. specifies the minimum and maximum acceptable nominee counts for SIOP ballots. To maintain consistency in elections from year to year, the ballot comprises:

- 1) For the office of President-Elect, the top five member-nominated candidates will appear on the ballot.
- 2) For the offices of Financial Officer/Secretary and the Portfolio Officer positions, the top four member-nominated candidates will appear on the ballot.
- 3) For each Division Representative to be elected to the APA Council, the top three member-nominated candidates will appear on the ballot.

The people with the top number of nominations will be on the ballot. In the case of ties, the Election Committee will choose among the tied candidates randomly. In each case, the top nominees must receive at least two nominations to be considered to fill the targeted number of slots. If there are not a sufficient number of nominees to be considered to fill the targeted slots, the ballot may be finalized with the available number of nominees as long as this number meets or exceeds the minimum number of candidates required per the bylaws. If the required number of ballot slots is not filled, then candidates receiving only single nominations may be considered (using a random process to choose among them) until the required minimum is met.

c) Obtain nominee agreement.

Once eligibility of all nominees is verified by the Executive Director, the Election Chair contacts proposed nominees to gain agreement to appear on the ballot and serve a three-year term if elected. A nominated candidate will be invited to appear on the ballot via the email address of record in the SIOP member database. If there is no response to the email, a call/message will be made to the phone number on record. The invitation will indicate a deadline by which the candidate needs to respond, and after which the presumption is the candidate is opting not to run for the office. The Election Committee will determine a reasonable deadline for each invitation, and the committee will manage any individual exceptions to the deadline, should they arise. Should a nominee decline, an alternate should be contacted to fill the open slot on the ballot. Nominees should be informed at the time of their consent that the vote count will be publicized per section 4b and 4c. After the

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slate of nominees has been finalized, the entire slate will be made available on the SIOF website. Nominees are not informed in advance of the names of other nominees.

d) Submit names of nominees.

The Election Committee certifies to the Executive Director a list of nominees for each office. The Executive Director again verifies that each nominee is eligible for office and that the procedures for placing nominees on the ballot were followed. For APA Council Representative nominees, the list of nominees is sent to APA before the APA deadline.

e) Prepare ballot.

The Administrative Office prepares a ballot for all offices except APA Council Representative. Ballots are made available to the membership for 30 days. Votes for SIOF President-Elect and officer positions shall be recorded using the Ware single transferable vote method (voting is done by ranking candidates and an automatic runoff is calculated, per the procedures used for APA's presidential election¹) for each position on the ballot. Voting for APA Council Representative is handled according to APA procedures for these roles. Candidate biographical information (and goals statements for candidates for President) should be available at all times during the voting period on both the SIOF website and on the ballot site.

f) Notify winners and losers (prior to the winter Board meeting).

The Society election data are provided by the Executive Director to the Election Chair who identifies the winners as those nominees who receive the most votes using the Ware method. The Election Chair notifies the Election Committee and the Executive Director of the official outcomes. In the case of the APA Council Representatives, APA notifies the President-Elect (Chair) of the results (usually by mid-July), and the Chair notifies the Election Committee and Executive Director of the outcome.

g) Report election results.

The Election Committee announces the winners of the election on the official website and by reporting to the Members at the next scheduled business meeting of the Society. Written confirmation of the election results from APA is retained in the Administrative Office files.

4. Communication of Results

a) Nominations count

Individual nominees may be informed of the number of nominations received upon request to the Election Chair.

b) Interim results

While an election is in process, the Executive Director may share the total number of votes received with the Election Chair. The number of votes per candidate will not be shared until the election is complete.

c) Election vote count.

Results of the vote count will be shared with the candidates and will be posted publicly (e.g., on the SIOF website).

¹ From the APA Association Rules (110): "Preferential election ballot. In any election specifying a preferential election ballot--a ballot on which the voter is given a limited set of alternatives and chooses among them by placing them in rank order--the Ware System of the single transferable ballot shall be used in determining the result of the election. Ballots are distributed to the first unique choice on each ballot. If no candidate is elected, the one receiving the fewest choices is defeated and the ballots assigned to him or her are redistributed to the highest remaining unique choice, if any. As soon as any candidate receives a majority of the votes cast, he or she is elected. The procedure continues until one candidate has a majority or until all candidates but one are defeated. The remaining candidate is elected whether he or she has a majority or not."