



Policy on Annual Elections

Policy:

Elections shall be held in accordance with the policies and procedures established by the BOD (Bylaws, 2024, Article IX). The Society shall hold an annual election to fill any vacancies on the BOD that result from expiring terms, and/or to fill other vacancies as needed.

Procedures:

- No less than fifteen (15) days prior to the start of the election, the Candidates' biographical information and related personal statements shall be posted on the website for members to review.
- Two (2) weeks prior to opening elections, the Society shall inform the membership of the upcoming election.
 - The announcement shall include:
 - The opening and closing dates of the election.
 - The date when members can expect to receive an email notification with a link to the electronic ballot.
 - A link to view all Candidates' biographical profiles and personal statements.
 - The announcement shall be published at least by email, but may also be published:
 - On the Society's website.
 - On social media.
 - By any other methods deemed appropriate by the Nominating Committee.
- In the days leading up to elections, the electronic ballot shall be tested and vetted to ensure that 1) only voting members can cast a vote, and 2) voting members can cast only one vote.
- On the day elections open, an email shall be distributed to voting members announcing the opportunity to vote.
 - The announcement shall include:
 - A link to the electronic ballot.
 - A link to view all Candidates' biographical profiles and personal statements.
NOTE: alternatively, or concurrently, this link can be included in the electronic ballot.
 - The opening and closing dates of the election.
- The elections shall be held electronically and last for two (2) weeks unless extenuating circumstances dictate otherwise.
 - Elections lasting longer than two (2) weeks must be approved by the BOD and announced to the general membership.
- On the day following the last day of elections, the Executive Director (ED) shall tally all votes and confirm the integrity of the voting process and the meeting of quorum.



- o Quorum must be met (Bylaws, 2024, §4.8). The number of voting members casting at least one (1) vote for any Candidate shall be counted toward quorum.
- o If there is any question or concern about the integrity of the voting process, the ED shall immediately inform the Executive Committee who will determine next steps in consultation with the BOD.
- Upon verification of the election results, the ED shall inform the President of the results.
- The President shall contact all Candidates and inform them of the outcome of the election.
- The President shall inform the BOD of the outcome of the election including total ballots cast for each Candidate.
- The President shall announce the results of the election to the general membership within thirty (30) days following the closing date of the election. The total ballots cast for each Candidate will not be disclosed to the general membership.
- This policy may be amended by a majority vote of the BOD.

Related Documents:

- N/A

References:

- ASNM Bylaws (2024): Article IX
- ASNM Bylaws (2024): §4.8

Revision History:

Version	Date Implemented	Author	Notes
1	TBD	BOD	initial

Approved by ASNM BOD: 2/24/2024