

ARTICLE V – COMMITTEES AND OTHER WORKING GROUPS

Section 7. Responsibilities

I. Nominations and Elections Committee

1. shall update all election nomination information, including positions open for the next election and provide it to the Executive Director within two weeks of the close of the Summer Conference;

2. shall secure recommendations from authorized units and membership at-large for the offices to be filled;

3. shall verify the eligibility of all prospective nominees through information furnished by the Association office;

4. shall secure from each nominee a resume of professional activities, which shall be furnished to the Executive Director for use in the preparation of the ballot;

5. shall electronically notify the Delegate Assembly, within 2 weeks prior to the annual meeting, of any positions or offices where there is not a minimum of two qualified nominees;

6. shall provide to the Delegate Assembly an overview of each open position and the qualifications required for each, as well as the criteria and procedures for preparing a ballot of qualified nominees to uphold a fair impartial election and to inform candidates of campaign guidelines;

7. shall present to the Delegate Assembly at the annual meeting the names of nominees who have been interviewed by the nominations and elections committee at the annual meeting;

8. shall seek additional nominees at the Delegate Assembly; the slating of the delegate assembly nominees shall be contingent upon their interviews at the annual meeting and the completion of their application within two weeks of the close of the annual meeting;

9. shall prepare and present the slate, including those nominated at Delegate Assembly, to the Board of Directors within three weeks after the close of the Annual Meeting;

10. shall be responsible, in cooperation with the Executive Director, for preparing and providing the election ballots to the current eligible membership no later than April 1st with a 14-day election period;

11. shall be responsible, in cooperation with the Executive Director, for verifying the results of the completed ballots within 1 week of the close of the elections;

12. shall confirm the election results, and request the Executive Director to notify all candidates of the results prior to the publication of the names of those duly elected;

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8. shall be responsible for developing guidelines for the conduct of campaigns, and for recommending these guidelines to the Delegate Assembly, for informing candidates of campaign guidelines and for monitoring and maintaining guidelines.