

# **Election Committee and Election Procedure**

## **Election Committee**

1. Michael Varnadore
2. Carrington Price
3. Holly Russ
4. Lamarr Simon

## **Election Procedure**

1. At the beginning of the year for each sport, the Election Committee Chair will request a list of all membership meeting dates from the respective sports Vice President. These dates will be used to establish the following key election dates.
2. Date to receive/close nominations: 3<sup>rd</sup> to the last meeting date of the year for the respective sport.
3. Dates for elections: Beginning two weeks from the last meeting date and ending 30 minutes after the last meeting of the year begins for the respective sport.
4. At least one week prior to the nominations meeting, the membership will receive an email that indicates the nominations and election dates. If a member cannot make the nominations meeting but has a desire to run for elected office, they should contact a member of the Election Committee to accept their nomination from the floor by no later than the date of the nominations meeting. This member interested in running can then be nominated by another member or the Election Committee can present the member's name as a self-nomination during the nominations process. This would still require a second by a different member, just as any nomination would.
5. At the nominations meeting, the Election Committee will address the membership to announce the positions available for election and will open the floor to seek nominations. Members may self-nominate or they may nominate another member. As aforementioned in #3 above, if a nominated member cannot attend the nominations meeting, then the Election Committee would need to have heard from the nominee in advance or they will not be allowed to be on the ballot once nominations close.

6. No sooner than the day following the nominations meeting, candidates may provide a one-page election letter/personal statement to the Election Committee and the webmaster for purposes of posting to the website and inclusion on the electronic ballot for the membership to reference.
7. No Later Than one week following the close of nominations, the Election Committee Chairperson will provide a ballot to the Executive Board for approval. A write-in space will be provided for each position being elected so that members will have the option of casting a vote for a member not listed. All names listed on the ballot will be in alphabetical order for each office being elected. Approval from the Executive Board will be received before the ballots are finalized.
8. No Later than three weeks prior to the last meeting of the year for the respective sport, The Election Committee Chairperson will request a certified list of names and email addresses of all members in good standing from the sports association Secretary/Treasurer to be uploaded into the online voting systems database of eligible voters.
9. At the last meeting before online voting begins, the Election Committee will assume authority over the election process and will address the membership with the list of candidates and explain the procedure. Candidates will have three minutes to address the membership if they so choose.
10. At 12:00am, two weeks prior to the last meeting of the year, all eligible members will receive an email, to the address listed in their Arbiter account, to electronically cast their vote. Voting will be conducted online via a secure and protected voting method. Note: When two sports representatives are being elected, the online voting will allow members to vote for either one or two candidates, in case the voting member only desires to cast one vote. Online voting will remain open until 30 minutes following the beginning of the last meeting of the year of the respective sport. All voting will be conducted online. No Paper Ballots will be distributed.
11. 30 minutes ***after*** the last meeting of the year begins, voting will close. Immediately following the closing of online voting, at least two Elections committee members will document the vote totals, certify the outcome, and announce the winners to the membership. Following the announcement of the election results, the Election Committee Chair will present the Secretary/Treasurer with a written copy of the results, signed by no less than two Election Committee members, and the election will be considered certified.