

Operating Procedure 14 Officer Elections Committee

Purpose: To establish procedures for the Officer Election Committee.

Reference Article VII, Section 4, of the ASC bylaws:

1. The Officer Election Committee shall be appointed by the President and approved by the Board of Directors at the post-conference Board meeting prior to elections. The 1st Vice President shall serve as the chair.
2. Administers the call for nominations and the officer elections as required by Article IV, Section 3, of these bylaws and additional rules that may be established by the Board.

Reference Article IV, Section 1, Elected Officers

1. President
2. 1st Vice President
3. 2nd Vice President
4. Secretary

Reference Article IV, Section 2, Terms of Office

1. The terms of office shall be two years effective at the conclusion of the annual general-membership business meeting.
2. The 1st Vice President shall serve as president-elect. If the President resigns or is unable to complete the term of office, the 1st Vice President shall succeed the President.
3. If an officer, other than president, resigns or is unable to complete the term of office, the Board shall fill the position with an interim appointment, not to exceed six months. If more than a six-month vacancy is anticipated, a special election shall be held to fill the office.

Reference Article IV, Section 3, Election of Officers

1. Elected officers shall be faculty members representing institutional members.
2. Officers shall be elected by a majority vote by the appointed representatives of the institutional members. One vote shall be accepted from each institutional member in good standing.
3. The Chair of the Election Committee shall administer the call for nominations and the election of officers. The committee chair shall assure that all nominees accept their nomination prior to placing their name on the ballot.

Procedures:

- a. Nominations for the election of officers can be submitted by any faculty member from an ASC member-school.
- b. The person nominated must be a faculty member of a member school.

- c. The nomination must be in writing or by email to the Chairman of the Officer Election Committee.
- d. The written nomination may include a write-up (not to exceed one type written page) about the person to be nominated. This one page write-up may include a photo of the person nominated. The write-up can not mention any names of endorsement. The Election Committee has the right to review and/or edit the write-up to assure compliance.
- e. If more than three nominees are submitted for any one office, the Election Committee will place on the ballot the top three nominees as determined by the number of nominations received by each nominee. Their order on the ballot is to be determined by total number of nominations from member schools. The Committee determined that if there was a tie in any of the counts, then the earliest nomination date would be used to break the tie. If still a tie, then the President will cast the tie-breaking vote. The Election Committee will forward the write-up along with a ballot to the member schools. (One vote per school)
- f. The member school representative will mail or E-mail the marked ballot to the Operations Manager by the established post-marked date.
- g. The ballots will be counted and reported to the Election Committee by the pre-conference ASC Board meeting.
- h. In case of a tie, the Board will vote to break the tie. In case of a tie vote by the Board, the President will cast the tie-breaking vote.

Timetable:

- a. The request for nominations shall be sent to the association members by E-mail not later than November 1. Nominations shall be post-marked by January 15.
 - b. The ballots will be sent to the membership by January 30. Votes shall be post-marked no later than March 15.