

# PASBO Election Policy *(revised September 2019)*

## 200 ELECTION POLICY

**210 Eligibility to Vote** – It shall be the responsibility of the PASBO Executive Director to establish prior to the Annual Conference and Exhibits a list of those eligible to vote at the conference. The official voting list shall not be changed without the specific authorization of the Executive Director.

**210.1** Those eligible to vote shall be established as per Article V Section 1(a) of the PASBO Bylaws.

**210.2** In order to be eligible to vote, membership dues shall be paid for the applicable membership year prior to or in conjunction with the annual conference. It shall be the responsibility of the Executive Director to maintain records of membership dues payment and shall use such records in the creation of the list of those eligible to vote.

**210.2.1** In addition, a member must be registered for the conference in one of the categories of membership that are eligible to vote per Article V Section 1(a) of the PASBO Bylaws.

**210.2.2** An active, life or emeritus member who is eligible to vote but who is registered for the Annual Conference only as exhibitor representative will not be considered an eligible voter.

**210.3** In the event of disagreements regarding eligibility to vote, the Executive Director shall resolve the disagreements using the following procedures.

**210.3.1** When there is a disagreement as to whether appropriate dues

have been paid, the member shall have the option to pay the dues in question at the conference prior to voting and, therefore, be entitled to vote. If PASBO records are in error, the duplicate dues payment shall be refunded in full.

**210.3.2** When there is a disagreement regarding appropriate membership category for a member (between voting and non-voting categories) the membership status will not be changed from a non-voting to a voting status at the conference. Subsequent to the conference, supporting documentation may be submitted and reviewed by the Executive Director.

**220 Tie Breaking** – In the event of a tie vote for the election of either Vice President or Board of Directors, the tie shall be broken by a coin toss supervised by the chairperson of the Nominations and Elections Committee in the presence of the candidates in question. If a tie develops among multiple candidates, the tie shall be resolved by a drawing of names. The names of the tied candidates shall be placed in a container. The names drawn shall be considered in order until the board positions are filled. For example, the first name drawn shall be deemed to be the highest vote receiver. The next name drawn shall be deemed the next highest vote receiver and so forth until all positions are filled.

**230 Nominations and Elections Committee –**

**230.1** The Immediate Past President shall serve as the Chair of the Nominations and Elections Committee. In the event that the Immediate Past President is unable to serve in this capacity, the President of the Association may appoint any

Past President to serve as chair of the committee. The President-Elect shall serve as the Vice-Chair of the Committee and may convene the committee in the absence of the Chairperson.

**230.2** In addition to those articulated in section 230.1, the Nominations and Elections Committee shall be comprised of the three Directors of the Board who were elected at the most recent annual meeting of the Association. Their terms shall be from July 1 through June 30 during their first year of service on the Board of Directors following their election. In the event that one or more members of this class shall be unable to serve, the President may appoint any member of the Board of Directors to serve on the committee.

#### **240 Procedures for Nominations –**

**240.1** The Chair of the Nominations and Elections Committee shall no later than November 1 announce to the membership that nominations may be submitted for the positions of Vice President and Directors. Notification shall be provided to the membership, to the Presidents of the regional chapters, to the members of the PASBO Board of Directors, and to other interested individuals as determined by committee chair.

**240.2** It is the responsibility of the Chairperson and members of the Nominations and Elections Committee to promote and encourage interested and eligible members to seek the position for which they are eligible. The members of the committee shall remain neutral in their public support of any one candidate over any other candidates.

**240.3** Members who desire to stand for election shall submit a letter of intent to

the Chair of the Nominations and Elections Committee on or before December 31 prior to the election at the annual meeting. A letter of intent shall be valid for two consecutive years in the case of a candidate who is not elected. A candidate who is not elected shall notify the Nominations and Elections Committee Chair of her or his desire not to be considered as a candidate in a subsequent year.

**240.4** The Nominations and Elections Committee shall meet prior to February 1 to determine the eligibility of each candidate that has submitted a letter of intent to stand for election. Eligibility shall be determined in accordance with the provisions of Article VI, Section 3 of the Bylaws of the association. Whenever nominees submit a letter of intent and are determined to be eligible to stand for election that would potentially cause a violation of Article VI, Section 3 of the By-Laws (relating to geographical limitations on directors), the affected nominees shall be notified by the Chair. In no situation may the ballot include more nominees than can be elected if the potential for violation of Article VI, Section 3 may occur. The Executive Director of the Association shall provide to the Nominations and Elections Committee certification that the members seeking to be elected meet the membership requirements as set forth in the Bylaws.

**240.5** Upon certification of their eligibility to serve, the Nominations and Elections Committee shall conduct a drawing to determine the ballot positions for all individuals seeking election. Once the ballot position is established by the drawing, candidates shall be listed in that order, by position, in all PASBO publications that reference the election.

**240.6** The Chair of Nominations and Elections Committee shall provide written notification to all candidates of their eligibility to stand for election and the

results of the drawing for ballot position.

## **250 Conduct of Election –**

**250.1** The Nominations and Elections Committee shall be responsible for the conduct of the election at the annual meeting. Only active or life members shall serve as volunteers at the polling place at the annual meeting. A past president who is a life member and who provides assistance to the Nominations and Elections Committee by working at the polling place shall be eligible to vote.

**250.2** Any person whose name appears on the ballot as a candidate shall not serve at the polling place at the annual meeting.

**250.3** All members of the Nominations and Elections Committee shall be present at the tabulation of the election results and shall sign a certification form as to the accuracy of the tabulation of results. If a member of the Nominations and Elections Committee is unable to be present at the tabulation of results, the Chairperson will report this situation to the Association's President who may assign another member of the Board to be present during the tabulation of results. The Chair of the Nominations and Elections Committee shall determine who (other than members of the committee) may be present at the tabulation of results.

**250.4** The Chair of the Nominations and Elections Committee shall provide official notification to the candidates and to the membership of the election results. Notification of the election results shall be made by the Chair of the Nominations and Elections Committee to each candidate, individually, following the tabulation of results and before the notification provided to the membership.

**250.5** The Chair of the Nominations and Elections Committee shall provide written

certification of the election results to the Executive Director and to the President of the Association. The actual vote counts shall only be disclosed to the members of the Nominations and Elections Committee.

**260 Election Rules** – The following shall govern all PASBO elections:

**260.1** Information regarding each candidate that submitted their letter of intent to stand for election as outlined in Paragraph 240.3 will be published in *PASBO Report* at least one month prior to the election. No other information shall be published or distributed by the candidate except as permitted by sections 260.7 and 260.8.

**260.2** Publication and distribution of information about a candidate by PASBO is restricted to that prepared and circulated by the PASBO Nominations and Elections Committee. The chair of the Nominations and Election Committee will announce to all candidates on or before January 15 of each year the option to provide a resume, statement of qualifications or similar document of no more than one page in length that will be sent electronically to all eligible voters attending the Annual Conference. The document(s) will be sent no later than March 1 of each year but no sooner than February 15 of each year. The Nominations and Elections Committee will review and approve the specific format of the candidate document including length and use of graphics as well as other requirements.

**260.3** Badges and stickers promoting a candidate are not permitted.

**260.4** Candidates or PASBO members shall not host or sponsor a hospitality room to support a candidate.

**260.5** Exhibitors may not display or distribute information on candidates in exhibit booths, hospitality rooms, or any other location during or prior to the conference.

**260.6** Two copies of the rules will be mailed to each candidate to be signed. One copy shall be returned to the Chairperson of the Nominations and Elections Committee on or before March 1 prior to the conference.

**260.6.1** A candidate that has a question regarding the election rules shall submit his or her question in writing to both the Chairperson and the Vice-Chair of the Nominations and Elections Committee.

**260.7** A candidate may call or email individual PASBO members in support of herself or himself provided that no expenditure is made by or for the candidate in producing or distributing the communication. A candidate shall not use PASBOLink for any election-related communications.

**260.8** A PASBO member other than a candidate may call or email individual PASBO members in support of a candidate provided that no expenditure is made by or for the member in producing the or distributing the communication. The PASBO member shall be required to obtain the written approval (by either email or first-class mail) of the candidate for the communication in advance of the communication. No communication shall be made on behalf of a candidate until written approval is received. PASBO members shall not use PASBOLink for any election-related communications.

**260.9** The members of the Nominations and Elections Committee shall remain neutral in their public support of any one candidate over any other candidates, and they shall not promote a candidate pursuant to section 260.8.

**260.9.1** PASBO employees shall remain neutral in their public and private support of any candidate and shall not endorse or recommend a candidate.

**270 Violation of Election Rules –**

**270.1** A candidate or a PASBO member that has a complaint regarding a potential violation of election rules shall contact both the Chairperson and the Vice-Chair of the Nominations and Elections Committee.

**270.2** The Chairperson and members of the Nominations and Elections Committee will be responsible for investigating any accusations of inappropriate behavior or violations of the election rules as set forth in Section 260 of this policy.

**270.3** The results of any investigation conducted by the Chairperson and members of the Nominations and Elections Committee will be reported to the Association's President and members of the Executive Committee for determination of appropriate action. Such action will not exclude the removal of a candidate from the current election process. It will be the responsibility of the Chairperson of the Nominations and Elections Committee to report any accusation, finding and possible Board action to the accused nominee as soon as practical.