

## **Nominations and Elections Policy**

Revised 2006; November 2008

Bylaws Sections: Article V 5.01 – 5.05, Article IV 4.03, 4.12

1. Annually, the Call for Nominations will be posted online no later than January 31 and/or published in the CASC Newsletter.
2. An individual can be nominated by another CASC member or one may nominate himself/herself for any position that he/she is qualified to hold.
3. Prior to the deadline for nominations set forth below, potential nominees must be current members (regular, associate, student) of CASC and live/work in the jurisdiction for which they would hold a position.
4. Nomination forms must be returned to CASC no later than March 1<sup>st</sup>. The nomination forms may be submitted electronically but must be followed by signed originals sent to CASC, via postal service, within two weeks of the nomination deadline.
5. A candidate statement, not to exceed 400 words, may be submitted for publication and, if so, will be printed in the election pamphlet distributed to all qualified voters. Candidate statements are not required but if submitted, must accompany the nomination form.
6. The Nominations and Elections Committee, with the Immediate Past President as chair of the committee, will review the nominations to determine eligibility and will prepare an official ballot.
7. The ballot shall be distributed, in accordance with Article IV, Section 4.12 of the Bylaws, to members no later than April 1<sup>st</sup>.
8. A sample ballot along with a copy of the election pamphlet shall be posted online no later than April 1<sup>st</sup>.
9. Voted ballots must be received from members no later than May 15<sup>th</sup>.
10. The Nominations and Elections Committee and their designees shall oversee the counting of the ballots and the chair of the committee shall notify the nominees of the election results. Election results will be posted on the website no later than June 1<sup>st</sup>.
11. Elections will be concluded by June 1<sup>st</sup> of each year in order to allow 30 days for notification to new board members and to plan for their term beginning July 1<sup>st</sup>.