

NOMINATIONS AND ELECTIONS POLICY

Revised January 8, 2024

Eligibility for Office

Members seeking nomination for a CASC office shall meet the following specifications:

- 1) Candidates must be Regular or Retired members of CASC as described in Article III of the Bylaws.
- 2) Candidates must be a member in good standing of the Association in accordance with Article III of the Bylaws for a minimum of three consecutive years (with no more than one 3-month lapse in membership due to late or missed membership dues) immediately prior to nomination.
- 3) Have had no ethical violations for the past five (5) consecutive years immediately prior to nomination.
- 4) Any person qualified to be a Director under Section 5.02 of the CASC Bylaws may be nominated by the method of nomination authorized by the Nominations and Elections Committee.
- 5) Candidates must agree to serve as a Board Member of CASC if elected.
- 6) Candidates must be able to attend the Leadership Development Institute prior to being seated. This normally takes place in June at the CASC Office and Training Center.
- 7) Candidates whose eligibility changes at any time during the election process must immediately notify the Nominations and Elections Committee Chair.

Nomination Process

The Nominations and Elections Committee shall conduct the election of Directors by written or electronic ballot in accordance with Section 4.09 of the Bylaws.

- 1) Each member eligible to run for office per these policies shall have the right to submit their application via the method of nomination authorized by the Nominations and Elections Committee.
- 2) Candidates for elected office in CASC shall have submitted all required paperwork to the chair of the Nominations and Elections Committee by March 15 of each election cycle.
- 3) Candidates must submit a candidate statement to be published and distributed to all qualified voters. Candidate statements may not be longer than 400 words and must accompany the nomination form.
- 4) Candidates must submit a (no more than) 50-word bio. This is required to be submitted with the nomination form.
- 5) Candidates must submit a video to be published and distributed to all qualified voters. This video must accompany the nomination form.
- 6) Candidates will be notified of their nomination status by the Chair of the Nominations and Elections Committee.

Campaign Policies

Campaigning shall be kept to a minimum and in accordance with the following:

- 1) A candidate's qualifications for office – including a statement to be provided to voters.
- 2) Candidates may produce and distribute campaign documents at their own expense.
- 3) CASC will not contribute, budget, nor appropriate organizational funds for the support of any candidates for office.
- 4) CASC shall budget and appropriate organizations funds only to promote the election process and participation in such, election materials such as written or electronic balloting software, and/or advertising to increase membership votes.

Ballot Policies

- 1) Once the deadline for nominations has passed, the Nominations and Elections Committee will review the nominations for compliance with CASC's Bylaws, these policies, and the application requirements for eligibility on the ballot. Anyone who does not qualify for the ballot will be notified.
- 2) The official ballot shall be distributed, in accordance with Section 4.10 of the Bylaws, to members in good standing.
- 3) The Nominations and Elections Committee will put forth a slate of no more than 16 individuals to be voted on by the membership.
- 4) The order of candidates' names on the ballot shall be randomized by the election software.
- 5) Voted ballots must be submitted no later than 11:59 p.m. PST on April 15.
- 6) The six or five (see Election Cycle below) candidates who receive the most votes will have been elected as a member of the Board.
- 7) Election results will be posted on the CASC website following notification of the candidates but not later than midnight on April 30 of each election cycle.
- 8) Elections will be concluded by May 1st of each election year.

Election Cycle

The start of any Director's term is July 1 and ends on June 30 of the appropriate year. Each term is for four years with elections being held every two years.

As a result of the Bylaws change approved by the membership in December 2019, the following will be the election cycle going forward:

2022

Nominations will be accepted for five Director seats to be elected at-large. The five individuals receiving the most votes will win the election and will serve a term of four years.

2024

Nominations will be accepted for six Director seats to be elected at-large. The six individuals receiving the most votes will win the election and serve a term of four years.

This election cycle will continue every two years.