

## **NOMINATIONS AND ELECTIONS COMMITTEE**

### **SCOPE AND PURPOSE**

The Nominations and Elections Committee became a standing committee of the Association at the direction of the 1976-77 Executive Council. The goal of the Committee is to nominate and administer elections for the following year's Executive Council.

### **CHARGE OF THE NOMINATIONS AND ELECTIONS COMMITTEE**

1. Solicit nominations from the membership within 90-180 days before the annual meeting of the Association.
2. Submit the final ballot (with approval from the Executive Council) to voting membership of the Association no later than 30 days prior to the annual meeting.
3. Distribute election materials.
4. Count ballots.
5. Report results to Executive Council for ratification.
5. Notify the membership of the results.
6. Seek authority from Elections Committee and destroy ballots once election results have been published and approved by the Executive Council.

### **SELECTION, COMPOSITION AND SIZE OF THE COMMITTEE**

- A. Nominations and Elections Committee Chair: Past-President
- B. Nominations and Elections Committee Members  
The members of the Nominations and Elections Committee are the Past-President, President-Elect, all Segmental Representatives, and both Members-at-Large.
- C. Committee Size: As noted above.

### **COMMITTEE MEETINGS**

The Nominations and Elections Committee meets once each year in August. The goal of the meeting is to assemble the ballot and to designate the two members who will be charged with counting the ballots.

### **REPORTING**

The Committee must submit three articles to the CASFAA Newsletter: (1) Outline of the nomination calendar, (2) Solicitation of nominees, (3) Outcome of the election.

### **FINANCIAL RESPONSIBILITY**

The Committee budget is based on projected travel costs of the members. A project budget is submitted for the cost of the nominee solicitation mailing and mailing of the ballots.

### **HISTORY OF THE NOMINATIONS AND ELECTIONS COMMITTEE**

The CASFAA Nominations and Elections Committee was authorized in 1976-77.