

# **Nominations and Elections Policy of The Environmental Information Association-Arizona Chapter**

This policy was adopted by the Arizona Chapter EIA Board of Directors on March 31, 1993, and is effective as of that date.

## **A. RULES FOR OPERATIONS OF THE ELECTION COMMITTEE**

### **1. Nominations of Candidates**

- a. The Elections Committee shall nominate a candidate for each office to be filled. If two or more candidates are considered equally qualified for any office, multiple candidates for that office may be nominated.
- b. The Election Committee shall nominate at least four (4) candidates for Director.
- c. The Election Committee shall obtain a notice of acceptance from each nominee before submitting the slate to the Board of Directors.

### **2. Qualifications of Candidates**

#### **a. General**

- (1) The Election Committee shall give strong consideration to balancing the distribution of Officers and Directors by professional discipline, geographic location and sector of employment.
- (2) The Election Committee should avoid nominating candidates employed by organizations that already have one or more employees on the Board of Directors. Similarly, The Election Committee should avoid nominating more than one candidate employed by the same organization for any available positions.

#### **b. Officers**

- (1) Nominees for Vice President must be on the current Board of Directors.

(2) Nominees for Secretary and Treasurer must be on or have been on the Board of Directors; preference should be given to candidates on the current Board of Directors.

c. Directors

(1) A nominee for Director shall have been a member of Arizona Chapter EIA for at least one (1) year before the date of the annual meeting at which he/she will take office if elected.

### 3. Timetable for Nominations

a. The Election Committee shall consist of the retiring directors, or such other individuals as the President may appoint. The President shall appoint one member of The Election Committee as chairman. The Election Committee shall be appointed at least four (4) months before the annual December meeting.

b. The Election Committee shall communicate in writing its slate of nominees for Officers and Directors to the Board of Directors at least three (3) months before the annual December meeting.

c. At least two (2) months before the annual December meeting, the **Secretary shall** mail to the members of the Arizona Chapter EIA the **slate of nominees. The mailing shall also include instructions** for nominations from the **membership and the date for submission of such nominations.**

## B. RULES FOR NOMINATIONS FROM THE MEMBERSHIP

### 1. Nominations from the Meeting Floor

a. Nominations from the floor will be accepted at both the September and October monthly meeting.

b. Only voting members of the Arizona Chapter EIA may announce nominations from the floor. Nominees must be voting members.

c. Nominees from the floor must meet the qualifications required of candidates nominated by The Election Committee.

### 2. Submittal of Nominating Petitions

a. A voting member of the Arizona Chapter EIA may submit a nominating petition naming the nominees(s) and the position(s) for which the

nominee(s) is/are nominated. Nominees must be voting members of the Arizona Chapter EIA.

b. Nominee(s) must meet the qualifications required of candidates nominated by The Election Committee. C- Nominating petitions shall be sent to the Secretary of the Arizona Chapter EIA.

d. Nominating petitions must be received by the Secretary not later than the close of business on the tenth (10) day after the date of the mailing of the slate of the nominees by the Arizona Chapter EIA.

e. Nominating petitions received after the close of nominations will be returned to the sender.

### **3. Handling of Nominating Petitions**

a. The Secretary will verify the membership status of the nominee(s) and membership status of the signer of the nominating petitions.

b. The Secretary will submit to The Election Committee verified nominating petitions meeting the requirements set forth above.

c. Nominating petitions bearing names that cannot be verified or failing to meet the requirements set forth above will be considered invalid and returned by the Secretary to the sender with an explanation for the action taken.

## **C. ELECTION PROCEDURES**

### **1. Preparation of Ballots**

a. The Election Committee shall prepare a ballot listing all nominees for each position. The names of persons nominated for a position shall be listed in a randomly determined sequence.

b. The ballot shall not indicate the method by which the candidates were nominated.

### **2. Mailing of Ballots**

a. Ballots shall be mailed to the members not later than ten (10) days after the close of nominations and must be returned to Arizona Chapter EIA no later than close of business on the thirtieth (30) day after the date of the mailing of the ballot by the Arizona Chapter EIA.

b. The ballot mailing to members will consist of:

- A prior folded ballot and instructions for voting.
- An inside ballot envelope with locations for the member's name and company name, typed or printed, and the member's signature for verification.
- A return outer envelope addressed to the Arizona Chapter EIA Election Committee.
- A biographical sketch of each candidate presented on the form provided by the Arizona Chapter EIA, the biographical sketch will include a disclosure of the candidate's or his/her employer's affiliations, such as, but not limited to, holding companies, parent companies, subsidiaries, partnerships and joint ventures.
- A list of current Officers and Directors with their employers and employers' affiliations.

### **3. Processing of Ballots**

a. The Chairman of the Elections Committee shall maintain custody of ballots returned by the members.

b. The Election Committee will remove the inner, sealed ballot envelope from the mailing envelope. The name and company name (if corporate or sponsor-designated representative or additional corporate member) on the ballot envelope will be compared with the current membership list to verify the status of the voting member. Ballot envelopes that cannot be verified will be set aside; the reason for the inability to verify the ballot will be noted on the reverse side of the ballot envelope. Those that cannot be verified shall be destroyed unopened.

### **4. Counting of Ballots**

a. The Election Committee shall open the verified inner envelopes, remove the still-folded ballots and place them in a container.

b. Once all the folded ballots have been removed from the inner envelopes, The Election Committee shall count the ballots. All ballots shall be counted and the votes tabulated at least three (3) days before the annual December meeting.

c. Candidates for each officer's position who receive the greatest number of votes shall be elected.

d. Election of Directors

- The three (3) candidates receiving the greatest number of votes shall be elected to three (3) year terms
- Any vacancies created in the one (1) and two (2) year directorships shall be filled by those candidates receiving the next highest number of votes. Candidates receiving the most votes shall fill the longer unexpired terms.

e. The candidate receiving the next highest number of votes after filling the Board of Directors vacancies will be elected to the alternate position on the Board of Directors.

f. Ties will be resolved by lot as determined by The Elections Committee.

g. The chair of The Election Committee will present the results of the election to the President not less than three (3) days before the annual December meeting. The President shall then notify all candidates of the results of the election.

h. Counted ballots will be sealed in a container. The ballots will be destroyed by The Election Committee two (2) weeks after the annual December meeting.

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