**Section Election Process**

The Process is initiated by the Section Executive Committee first appointing a Section Nominating Committee.

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| **Committee** | **Who they are** | **What they do** | **When they do it** |
| Section Executive Committee | Elected Officers and Appointed Officers | Administrative Role |  |
|  | Appointed Officer* Past Chair
* Chapter Chairs
* Affinity Group Chairs
 | Appoint a Nominating Committee  | Nominating Committee should be appointed no less than seven months prior to election date |
|  | Voting Members* Number of Elected Officers must be one greater than Appointed Officers
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| **Nominating Committee** | **Who they are** | **What they do** | **When they do it** |
|  | Three or more Section members appointed* Is not an officer
* If an officer, must resign prior to accepting Nominating Committee position
 | Prepare a slate of candidates recommended for:* Section Chair
* Vice Chair
* Secretary
* Treasurer
* Other candidates elected at-large

(***Note:*** one position for Secretary/Treasurer is allowed)* Solicit within Section names of potential candidates
 | Start process six months prior to election date |

The following table provides a list of Actions in setting up the election process with steps for implementation, including the designated owner. A schedule was created for each Action using illustrative dates. An election date of 1 December was used for this purpose. These dates are indicated by **blue** text.

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| **ACTION** | **OWNER** | **STEPS** | **MILESTONE** | **SCHEDULE-BASED ON 1 JAN TO** **31 DEC CYCLE** |
| Set up Nominating Committee | Section Executive Committee |  |  | 1 Jan to 31 May |
| Set Election Date | Section Executive Committee |  |  | **1 December*****for illustrative purpose*** |
| Call for Nominations | Nominating Committee | * Solicit all Section members for potential candidates
* Members submit nominations
 |  | Six months in advance of Election Date**Begin ~ 1 June****Complete within 30 days (30 June)** |
| Create Slate | Nominating Committee | * Verify eligibility of member names submitted
* Confirm their willingness to serve
* Request Position Statements and Biographies of candidates
* For each position select at least 2 but no more than 3 candidates
* Submit slate of candidates to Section Executive Committee for ratification
 | Ratified slate of candidates ready | Completed no less than 6 weeks prior to election date**Start – 1 July****Complete no later than 15 October** |
| Communicate to Section Members | Nominating Committee | * Communicate slate of candidates to all Section members
* Communicate process for petition candidates and for write-in candidates
 | Notification of Ballot | Complete no less than 6 weeks prior to election dateSuggested timeframe:**1 October to** **31 October** |
| Set up Teller Committee | Section Chair | * Submit up to 3 member names
* Section Executive Committee approves
 |  | Can be completed any time prior to the start of the election.Suggested timeframe:One month prior to election date.**1 November** |
| Communicate Petition Submission Deadline | Nomination Committee | * Notify section members of last day petitions can be accepted
 |  | Completed petitions received 28 days prior to election |
| Verify Petition Candidate Submissions | Nominating Committee | 1. Verify petitions meet criteria:
2. The number of signatures required on a petition shall be determined as follows: For all positions where the electorate is less than 30,000 voting members, signatures shall be required from 2% of the eligible voters. For all positions where the electorate is more than 30,000 voting members, 600 signatures of eligible voters plus 1% of the difference between the number of eligible voters and 30,000 shall be required.”
3. All signers must a member of the section
4. All signers must have provided either their member number or member mailing address
5. All signers of petition must provide their signature. Note: Scanned or electronic signatures are not valid.
* Verify eligibility of member names submitted
* Confirm their willingness to serve
* Request Position Statements and Biographies of petition candidates
 |  | Must be completed at least 28 days prior to election dateSuggested timeframe:**3 November** |
| Finalize Slate | Nominating Committee | * Finalize slate of candidates
 | Election Slate Complete – Election Ready to Begin | Complete 2-3 weeks prior to election dateSuggested timeframe:**4 to 18 November** |
| Run Election | Current Section Officer | Prepare Ballot to include:* Start / end dates
* Positions being elected
* Candidates by position
* Secret ballot

**NOTE: Recommendation is to use vTools voting to run election (**[**http://voting.vtools.ieee.org**](http://voting.vtools.ieee.org)**). Can be set up by any section volunteer listed in the geographic roster** |  | Start no later than 2 weeks prior to election date, but can be done earlierSuggested timeframe:**15 November to** **1 December** |
| Confirm Election Results | Teller Committee ORvTools voting designated volunteer | * Tally votes
* Report to Section Chair
 |  | After election date**2 December** |
| Communicate Election Results | Section Chair | * 1) inform results to each candidate; must contact each candidate before step 2
* 2) Inform Section members
* 3) Report results to MGA using vTools officer reporting

(<http://officers.vtools.ieee.org>) | Election Completed | Immediately following confirmation of election results  |