**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 date  Suggested 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 date  Suggested 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 date  Suggested 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 earlier  Suggested timeframe:  **15 November to**  **1 December** |
| Confirm Election Results | Teller Committee  OR  vTools 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 |