

## NOMINATIONS SUBMITTED

Nominations of eligible candidates submitted to Nominating & Awards Committee

## NOMINATIONS REVIEWED

Nominations reviewed by Nominating & Awards Committee

## NOMINATIONS APPROVED

Nominations approved by the Board of Governors

## CANDIDATES ANNOUNCED

Nomination approval received by candidates

## CANDIDATE BIOS COLLECTED

HQ collects candidates' photos, bios and audits member records

## VOTING BEGINS

Ballot prepared, launched & managed by eBallot

## RESULTS RECEIVED

Auditable results received by HQ Governance Operations Manager

## PROCESS VERIFIED

Process verified by ASA Tellers & Credentials Committee

## RESULTS SHARED

Auditable results received by BoG and Members

## RESULTS PUBLIC

Auditable results publicly available by request

## **Nominations Submitted:**

Nominations of eligible candidates submitted to Nominating & Awards (N&A) Committee

- Designated members (AM, ASA, FASA and the reciprocal equivalent thereof) may nominate qualified individuals for International Secretary/Treasurer. Nominations are sent to the Chair of the N&A Committee (the Immediate Past President) and to the HQ Governance Operations Manager by November 30th of each year.
- The Governance Operations Manager verifies eligibility of each nominee, puts together the required information (nomination form signed by the nominee, written consent of the nominee, their CV, and a list of service to ASA generated from their HQ membership record). The nominations are forwarded to the Chair and members of the N&A Committee.
- The N&A Committee is chaired by the Immediate Past President and includes representatives from each Discipline Committee and the College of Fellows.

## **Nominations Reviewed:**

Nominations reviewed by Nominating & Awards Committee

- An initial conference call of the N&A Committee is scheduled to review the procedures and the previous year's list of interview questions. Questions are prepared.
- Telephone interviews are scheduled with each nominee. After all the interviews have been completed, the N&A Committee meets, and ranks each nominee. The Chair does not vote although the rules do not specifically prohibit it.
- Once the average rank for each nominee is tallied and verified the committee looks at how close the nominees' rankings stand. If two nominees are very close and there is a big gap between those two and the remaining nominees, two nominees are recommended to the Board of Governors. If three nominees are very close in ranking then three nominees are recommended to the board. It is possible, if all nominees had nearly equal rankings, then all nominees would be recommended to the board.
- The Administrative Rules require a minimum number of two candidates for Secretary/Treasurer.

## **Nominations Approved**

Nominations approved by the Board of Governors

- The N&A Committee provides a written report to the board with the following information required in the Administrative Rule XII Section 1 G. (shown below) for approval during a closed session call at the end of January of each year.

*Description of its deliberations*

- *The names of all persons considered by this committee*
- *Copy of the nominating letter of each person considered*
- *The recommended slate of nominees*
- *A statement of the qualifications of each nominee.*

## **Candidates Announced**

Nomination approval received by candidates

- The Governance Operations Manager emails letters to the nominees for Secretary/Treasurer recommended by N&A Committee and approved by the board and to those not recommended to the board by the N&A Committee.

## **Candidate Bios Collected**

HQ collects candidates' photos, bios and audits member records

- Nominations for open positions for the Board of Governors and Discipline Committee officers and members at-large are due to HQ by February 15 of each year. The Governance Operations Manager confirms all candidates are eligible and are current active members.
- The Governance Operations Manager sends all candidates a survey where they submit headshots, biography, campaign statement or questions.
- A list of all positions and candidates running for those positions and all formatted biographies/campaign statements and photos are sent to eBallot to prepare the ballots. The list also indicates those eligible to vote on each ballot i.e., all members vote for international officers, all members of the BV discipline vote for BV Governor and BV Committee officers and members at-large, etc.
- HQ reviews the content of each prepared ballot and tests the function of the ballots prior to the start of the election.



## Voting Begins

Ballot prepared, launched & managed by eBallot

- Governance Operations Manager provides a list of all members eligible to vote by April 15 to eBallot. The list includes each member's ID number, email address and discipline.
- eBallot sends out the ballot by May 12 and members have until May 30 to cast their vote, in accordance with the Operations Procedure Rule X, Section 2, D, 10: *Blank ballots shall be distributed to eligible voting members on or before May 12 and shall be received at HQ no later than May 31.*

## Results Received

Auditable results received by HQ Governance Operations Manager

- HQ receives the auditable election results from eBallot and delivers the results to the Tellers & Credentials Committee in accordance with Operations Procedure Rule X, Section 2, D, 11: *On June 1, (HQ) shall deliver all ballots received to the Tellers and Credentials Committee.*

## Process Verified

HQ collects candidates' photos, bios and audits member records

- Tellers and Credentials Committee will have a conference call to certify the legitimacy of the elections.
- Tellers and Credentials Committee: Governance Policy Rule 3.11.3, a&C.

*a. Responsibility: For each election year, ensure appropriate credentials for voting were honored and assure the tally of the final vote was accurate. Their responsibility shall be as follows: (1) Ensuring that the election of international officers, governors, and discipline committee members is conducted in compliance with the Bylaws and Administrative Rules; and (2) Certifying the legitimacy of any elections of international officers, governors, and discipline committee officers and members in a report submitted to the board of governors. [For details on functionality and deliverables, see the AR/BPM Rule XI – Standing and Other Committees, Section 7.]*

*Committee Membership: The president shall appoint a Tellers and Credentials Committee not less than 30 days before the close of the polls for international elections. The Tellers and Credentials Committee shall consist of no more than three (3) members. The chair may appoint up to two (2) additional committee members annually, as the chair deems necessary/appropriate.*

## **Result Shared**

Auditable results received by BoG and Members

- Tellers and Credentials Committee will have a conference call to certify the legitimacy of the elections.
- Tellers and Credentials Committee: Governance Policy Rule 3.11.3, a&C.

## **Result Public**

Auditable results publicly available by request

- In accordance with the policy to release the actual vote count of ASA election results the actual vote count in an election may be provided to any member of ASA upon request, however the numerical results cannot be published in any public media without consent of the Board of Governors.