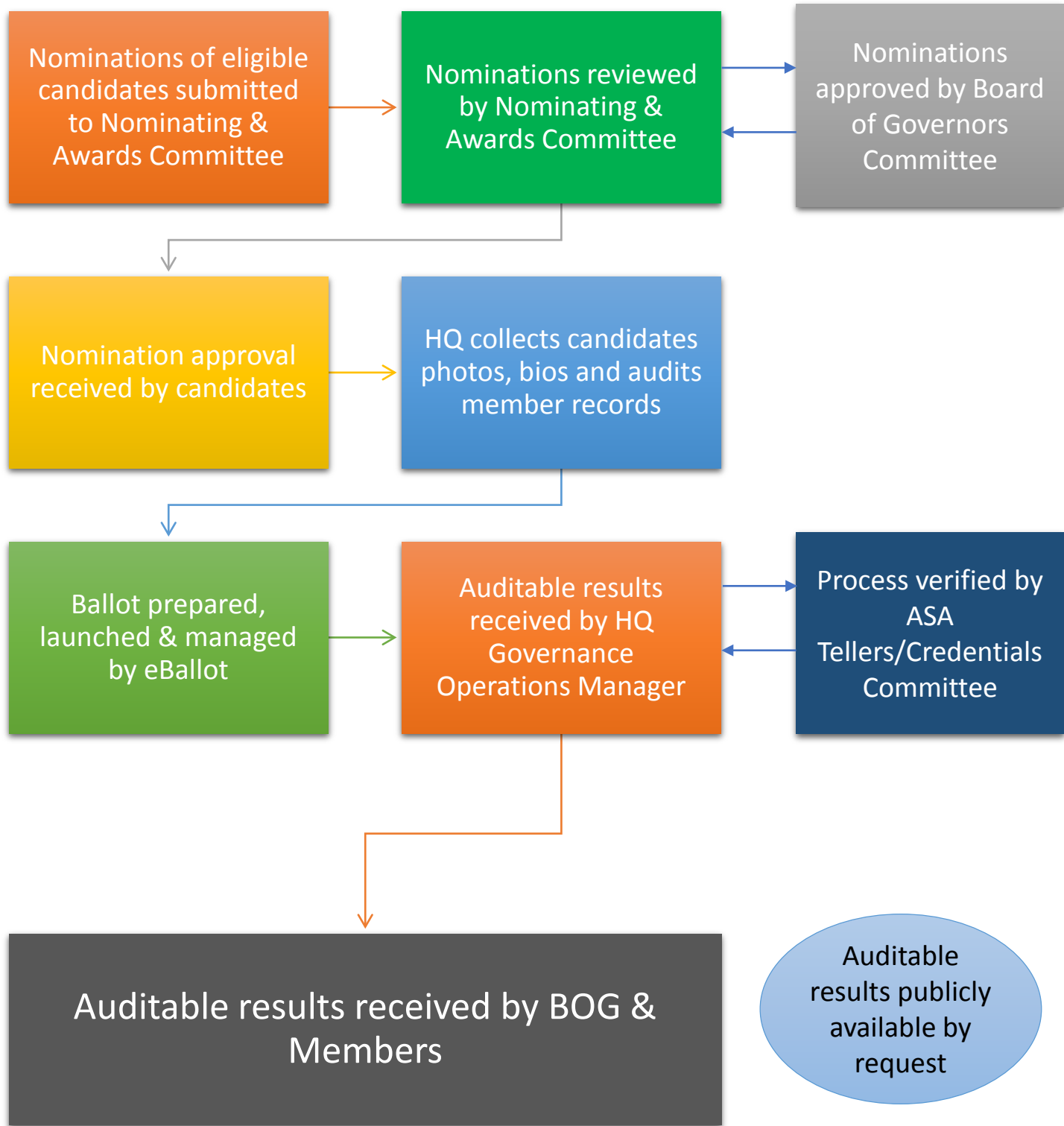


ASA International Officer Election Process



Box #1 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 Manager by November 30th of each year.
- The HQ Governance 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. Those serving on the N&A Committee during the 2019-2020 fiscal year are:

Sharon Desfor, ASA Chair
Joel Gonia, ASA (ARM)
Jeff Tarbell, ASA (BV)
Mary Reich, ASA (GJ)
Paul Cogley, ASA (MTS)
Lela Hersh, ASA (PP)
Ernie Demba, FASA (RP)

Box #2 Nominations reviewed by Nominating & Awards (N&A) 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 updated or deleted and new questions are added. Members of the committee choose the questions they prefer to ask of each nominee or the Chair assigns questions to each member of the committee. N&A members are able to ask follow up questions during each interview.
- Telephone interviews are scheduled with each nominee. After all the interviews have been completed, the N&A Committee meets, by telephone, and ranks every nominee in order of best to worst. Results are tallied and averaged by the N&A Chair and then his/her math is verified by all committee members. 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.

Box #3 Nominations approved by the Board of Governors

- The N&A Chair presents the recommended slate of officers for International President, Vice President and Secretary/Treasurer to the Board of Governors for approval during a closed

session call at the end of January of each year. It is usually necessary for the committee to request an extension to the month of February.

The N&A Committee provides a written report to the board with the following information required in the Administrative Rule XII Section 1 G.:

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.*

A second report, that includes the actual ranking and vote tabulation, is provided to the President. The President will provide a copy of this report to any board member upon request.

Box #4 Nomination approval received by candidates

- The Governance 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.

Box #5 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 Manager confirms all candidates are eligible and are currently active members.
- The Governance Manager requests a completed PDF fillable biography form, a photo and a signed conflict of interest statement from each candidate running for international office, Board of Governors and Discipline Committee officer and member at-large.
- 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.

Box #6 Ballot prepared, launched & managed by eBallot.

- HQ 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 15 and members have up until May 31 to cast their vote, which is in accordance with the Administrative rule XII Section 3 D. 10: *Blank ballots shall be distributed to eligible voting members on or before May 15 and shall be received at International Headquarters (HQ) no later than May 31;*

Box #7 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 Administrative Rule XII Section 3 D. 11: *On June 1, International Headquarters (HQ) shall deliver all ballots received to the Tellers and Credentials Committee.*

Box #8 Process verified by ASA Tellers & Credentials Committee

- Tellers and Credentials Committee will have a conference call between June 3-7 to certify the legitimacy of the elections
- Tellers and Credentials Committee: Administrative Rule XII Section 2 B.: *The Tellers and Credentials Committee shall consist of no more than three (3) members and their responsibility shall be as follows:*
 - *Ensure that the election of international officers, governors, and discipline committee members is conducted in compliance with the Bylaws and Administrative Rules; and*
 - *Certify the legitimacy of any elections of international officers, governors, and discipline committee officers and members in a report submitted to the Board of Governors.*

- Those serving on the Tellers & Credentials Committee for the 2019-2020 fiscal year are:

Darrell Thorvaldson, Chair
David Cole, ASA
Mike Hill Jr., ASA

Box #9 Auditable results received by BOG and Members

- The HQ Governance Manager receives the report of the Tellers and Credentials Committee and emails it to the Board of Governors, Discipline Committee Chairs and all election candidates, those who won and those who did not win, by June 12.
- In accordance with the policy to release the actual vote count of ASA election results the Governance Manager emails the actual vote count by numbers to the Board of Governors and Chairs of the Discipline and Standing Committees.

Box # 10 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.
- Policy to Release Actual Vote Count of ASA Election Results (approved by the BoG on June 27, 2017)
- It shall be the Policy of the Society that its' Board of Governors (BoG) shall distribute to the leadership of the Society the actual vote count by the numbers for all elections reported by the Tellers and Credentials Committee for all National elected positions. This leadership shall include, but not limited to: the BoG, the Chairs of the Discipline Committees and the Standing Committees. Upon request, any Society member shall be entitled to the numerical results, but the numerical results may not be published in any public media without the consent of the BoG.