

**PROCEDURAL GUIDELINES FOR NOMINATIONS
AND ELECTIONS TO THE ASHA BOARD OF
DIRECTORS**

- I. The Nominating Committee shall be in place by the last day of March of the election year.
- A. The Committee shall consist of two Board members and three members at large, all in good standing and eligible to vote as defined by the By-Laws.
 - B. Members of the Committee are NOT eligible to run as candidates.
- II. In the spring and /or summer bulletin shall be printed:
- A. The nominating process.
 - B. The name of the chair and committee members with their postal and e-mail addresses and phone number(s).
- III. The final ballot shall be of sufficient number of candidates to fill the Board positions to be elected plus at least one.
- A. Only members in good standing and eligible to serve as defined by the By-Laws are eligible to run.
 - B. The Nominating Committee may solicit volunteers to become candidates for the Board. **Members wishing to run must contact a committee member IN WRITING by USPS or by e-mail by July 21.**
 - C. By August 1, all candidates will receive a short form requesting the following information:
 1. Name, address, phone number, and e-mail address.
 2. A statement of ability and commitment to attend membership and board meetings and do committee work should they be elected.
 3. A brief statement of strengths and contributions candidates can bring to the board (200 words max)
 4. Brief responses to a set of questions posed by the committee and/or regular members.
 - D. **The forms shall be completed and returned to the Chair postmarked or emailed no later than August 20. Forms postmarked or emailed after August 20 will not be considered.**
 1. The Chair shall forward copies of the completed forms to all committee members by August 30.
 2. All completed forms will be sent electronically to the Recording Secretary with the final slate.
 - E. The Committee will confirm eligibility, review the written responses of all candidates and determine the final slate of candidates. The Chair will then notify all committee members, board members, and the ASHA Recording Secretary of the final slate by September 10.
- F. The final slate shall be printed up with the candidates' names, postal and email addresses, phone number(s) and personal response forms. A copy will be emailed or surface mailed with each ballot (Sect. IV).
- G. There shall be no maximum number of candidates.
- IV. The ballot shall be sent to all eligible voting members, as defined by the By-Laws, no later than October 31, either electronically via member email addresses on file in the office or by first class mail, if no email address is on file. No ASHA correspondence unrelated to the election shall be included in these mailings.
- A. The candidates shall be listed alphabetically, by last name, on the ballot.
 - B. Each first class mailed paper ballot shall include a small envelope clearly marked: 'BALLOT ONLY' - with a signature line and Do Not include any other ASHA correspondence. and a larger return envelope with the address of the selected Notary Public as addressee and return address.
- V. The notices will also include the number of candidates to be elected, along with any other matters to be voted on by the membership and the deadline for voting or return of paper ballots. Paper ballot information will also include the date, location and time the count is to take place.
- A. Any paper ballots postmarked after the deadline date will not be counted.
 - B. One week after the deadline stated in the notice, the company conducting the electronic voting will forward the results of the voting to the ASHA Representative. On the same day, the notary shall present all surface mailed ballots, unopened, to the ASHA Representative and any other election clerks or assistants to verify all are sealed. Following this verification, the Notary and ASHA Representative will open all envelopes and remove the ballot envelope. Verification of voter eligibility will be accomplished by comparing the voter signature on the ballot envelope to the list of eligible members provided by the ASHA Secretary. The Notary will then remove the ballot from the ballot envelop in private and place it in one container and the ballot envelope in separate container.
 - C. When verification of surface mailed ballots is complete, the ASHA Representative and any assistants shall tabulate all valid ballots in the presence of the Notary.
 - D. Upon finishing and verifying the outcome of the surface mailed ballots, the ASHA Representative shall combine these results with those from the electronic voting and immediately notify the Nominating Committee Chair (if not the

representative) and the President of the results.

1. The Chair shall notify the committee, the candidates, and the board members of the results as soon as possible.
 2. The results must not be released to anyone else until December 21 or until all of the above have been notified, whichever comes first.
 3. In the case of a tie, the Chair will contact the candidates involved. If one wishes to withdraw, the other shall be the new board member. If both wish to continue, their names shall be placed in a container and a Notary Public shall draw the name of the winner.
- F. The new board members shall be announced via email, website and in the winter bulletin.

Adopted 03/15/2006, Modifications: 03/28/2008, 06/27/2010, 03/14/2012, 06/20/2014, Modifications 05/31/2020 to include electronic voting & office changes.
