

**Section: COMMITTEE RESPONSIBILITY      Number: 102.6**

**Subject: Nominating/Election Process      Origin Date: Unknown**

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**Purpose:** To promote and identify future leadership for the association. To provide a system for the informed election of officers which is fair and confidential yet allows for confirmation of membership by those voting and assures one vote per member.

**Role & Responsibility:**

1. Maintains membership in ASPAN/SCAPAN.
2. Immediate Past President serves as Chairperson. Committee members will be selected and assigned by the chair with input from the President, BOD and District Presidents.
3. Submits list of open offices for the coming year and an action plan to the President at the annual January BOD meeting.
4. Submits an article for publication in the summer issue of Palmetto Pulse identifying open positions, responsibilities and terms of office along with a nomination form and identified deadlines for nominations.
5. Accepts nominations and verify each nominee's eligibility according to Bylaws and ensure that candidates accept the role/responsibility of the office.

**ELECTION PROCESS**

1. Elections will be carried out at the annual SCAPAN conference each fall.
2. All current members of SCAPAN who are present at the annual meeting are eligible to vote and will be provided with the opportunity to vote for officers and BOD members.
3. The nominating committee will be responsible for administering the election process.
4. A current membership roster will be consulted to verify membership prior to the distribution of ballots or voting.
5. Prior to the vote, further nominees will be solicited from the floor by the presiding officer. The Chairperson of the nominating committee will obtain consent and verify qualifications of each nominated candidate prior to the vote.
6. Nominees for office will be provided the time to present their objectives/goals/etc for the office to the membership.
7. Active members will vote for officers at Fall Conference. If members are unable to attend, the member must notify the Past President prior to October 1 for absentee ballot. Absentee ballots mailed/mailed to the President will be brought to the election and counted during the election return by the ballot tellers. Absentee ballots must contain the ASPAN number of the voter in order to ensure that only one vote is cast by each eligible member.
8. Balloting will remain confidential.
9. At the conclusion of the voting session the tellers will count the ballots at least 2 times before a winner is declared. Numerical results of the election are confidential and all tellers will maintain confidentiality of those votes.
10. A simple majority of the votes will constitute the winner.

11. Only the names of the winners will be presented to the Election Chairperson and simply the winner will be announced.
12. In the case of a tie vote a second ballot will be distributed to the members present for a second vote. These ballots will be counted in the same manner described above (#9).
13. Contested election – the contester must file a written complaint with the Election Chair within 48 hours of the election. The complaint will be reviewed by the nominating committee for validity – and will be referred to the Executive committee for resolution if determined to be valid. Their decision is final and will be provided to the contester in writing.
14. Ballots will be retained by the Election chair for 5 days and then destroyed.

Review/Revise: 10/03; 7/07; 9/09; 6/11