

SPNHC

Society for Preservation of Natural History Collections

Guidelines for Running Elections

Revised by Richard Rabeler 19 April 02

Nominations will be opened at the SPNHC Annual meeting and an announcement will be made in the fall SPNHC newsletter, the SPNHC Web site, and NHCOLL-L describing the positions that will be vacant and calling for nominations. A date for closing of nominations will be established. Once nominations are closed the committee will verify the membership standing of each candidate, contact each nominee to determine if the person agrees to let their name stand for office, and to prepare a brief job resume and the history of the person's involvement in SPNHC.

Ballots will be printed with the slate of candidates and the date by which votes must be received. Ballots will be distributed to each eligible voting member of SPNHC with instructions of how to vote.

Voting members can vote by returning the mail ballot or via Fax.

Voting by Mail: Members will mark and place their ballot into the return envelope, and clearly write their name and address on the upper left corner of the envelope. The ballot counting subcommittee will check off the names of voters using membership lists provided by the Treasurer, and unidentified ballots will be set aside unopened. The ballots will be accumulated unopened until one week after the close of voting

Voting by Fax: Members can vote by fax. The members name must appear on the fax. The ballot counting subcommittee will check off the member's name from the fax received, separate the ballot from the incoming fax information, and accumulate the ballots until the tally of votes is to be made.

One week after the close of voting: The ballot envelopes will be opened and all ballots will be tallied by at least two members of the ballot counting subcommittee who will total the votes and prepare and forward a report and the ballots to the chair of the Elections Committee for verification. A final report will be prepared by the chair for submission to the President.

Elections Committee Annual Calendar and Deadlines

May or June: Open call for nominations at annual general meeting

Summer: Confirm committee composition: nominations subcommittee (two members: one USA, one Canada); ballot counting subcommittee (four-six members: two [three] in a USA institution, two [three] in a Canadian institution); any members not assigned to a subcommittee; forward to president and chair of publications committee.

Deadline for sending announcement of final date for nominations (October 31) to SPNHC newsletter

August and September: Announce final date for nominations in electronic bulletin board NHCOLL-L, SPNHC Web site, and SPNHC Newsletter.

September and October: Nominations received by chairperson who, after 31 October, will:
Verify membership through treasurer
Assign nominees to members of nominations subcommittee for contact
Contact nominees for President-elect

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November: Nominations Subcommittee will:

- Initiate contact with nominees through email, phones, or fax

- Send formal letter of nomination with sample CV sent to each accepting candidate

- Forward CV's to chairperson

Mid-December: Compose ballot package: ballot; letter to voters; CV's; return address label. Print the ballot package

1 January: Request mailing labels from treasurer

- Request membership lists from treasurer to be sent to ballot counters

Mid January: Assemble packages: stuff envelopes; apply mailing labels; bundle for mailing. All ballot packages are to be mailed by 31 January.

1 February to 15 March: Ballot Counting Subcommittee:

- Ballot counters sent copy of membership listing from treasurer

- Ballot counters receive votes in mail: verify postmark date; verify name on envelope from membership listing, if valid: discard envelope, retain ballot

- Ballot counters receive votes by fax: verify date within postmark deadline; verify name from membership listing; discard header, retain ballot

- If member's name not present/not valid member/past last postmark date: return unopened/uncounted to committee chair

On or about 22 March: Ballot Counting Subcommittee will:

- Count ballots: open sealed ballots; count faxes; tally votes for each candidate

- Report to chairperson: candidates; vote tallies;

- Uncounted (unidentified, late) votes

- Ballots sent to chairperson by registered mail

Early April: Chairperson verifies count and notifies President of the results.

15 April: Annual report sent to President

May or June: Report of results presented at Annual General Meeting