Election Committee

Function
The Election Committee is responsible for coordinating and carrying out the procedural steps involved in the nomination and election of officers.

Special Guidelines
The Election Committee will consist of a Chairperson and one other member.

Written procedures will be maintained and strictly adhered to, so that there are no questions in the SPNHC membership regarding methods and results. These procedures will include provisions for ballot formats, time-tables, and manner of reporting results to the SPNHC Council and membership.

Size of Committee
2 members

Guidelines for Running Elections

1. Nominations will be opened formally by the Chairperson at the SPNHC Annual Business Meeting, describing the positions that will be included in the election for that year.

2. Once nominations are closed, the Chairperson shall collate all nominations from the members. The Treasurer will be contacted to verify membership in good standing for all nominees. Each candidate shall be contacted by email to obtain his/her consent to be on the ballot. For each confirmed and willing nominee a brief job resume including a history of involvement with SPNHC, and a headshot picture is required for submission to the online ballot by committee members.

3. The process for online web-based voting (in past elections “Elections Online” has been used) is activated by the Chairperson in October. This includes the submission of a voter roster with valid email addresses for all eligible members.

4. Once the election is closed a report on the results of the election is immediately provided by the online voting website (www.ElectionsOnline.us) and not more than two days after the close of the election the results are conveyed to the President. A final report will be prepared by the Chairperson for submission to the President, Council and the next Newsletter.

Timeline for the Elections Process

May or June: Announce the call for nominations to membership at annual business meeting and as soon as possible thereafter on NHCOLL-L, MUSEUM-L, and email to all members.

June or July: Reminder of final date to submit nominations (August 31) sent to distribution lists: NHCOLL-L, MUSEUM-L, and all members.
September: For all nominations received by the closing date, the Committee will:

- Verify membership from an up to date list provided by the Treasurer.
- Initiate contact with nominees via email, phone, or fax with instructions on the submission of CV’s and headshot pictures for the online ballot.
- If requested, send signed letter of nomination with sample CV to each accepting candidate.
- Receive CV’s and headshot pictures from candidates.
- Format CV’s and headshots of candidates for submission to online voting website.
- Develop voter roster file for online voting website.
- Submit payment to online elections website.

Early October: Election starts online, ends November 30. Report to newsletter.

December 2: Report of voting results sent to President.

15 April: Annual report sent to President and Secretary.

May or June: Report of results presented at Annual Business Meeting and sent to Newsletter.

Revised by Bethany Palumbo, July 2013
Reviewed by Jean-Marc Gagnon, July 2013