

## **ASCLS ELECTIONS SOP**

This SOP details the process for the election of officers and members of the Board of Directors, and elective committees. Nominations and Judicial. Officers and Directors terms are 3 years, Nominations committee member's term is 2 years, and Judicial committee member's term is 5 years. There may also be partial terms on the ballot for the above positions.

### **Fall**

1. The ASCLS President appoints an Elections Chair for a term of one year. The Election Chair assists the President to appoint Elections Committee members, maximum of 3.
2. The Elections committee reviews elections-related documents for any revisions
  - a. Update the sample ballot to reflect the time zone where JAM will take place
  - b. Using the table in appendix B, the time block for the correct time zone will be inserted into the sample ballot. Note, do not use the full table, just the section for the applicable zone

### **Winter**

1. The Nominations Committee closes nominations mid-January and forwards the candidate nominations to the ASCLS BOD for approval at ASCLS Interim BOD meeting in March

### **Spring**

1. The Elections Committee receives the approved list of nominees from the ASCLS BOD and creates the sample ballot (see Appendix A).
2. The sample ballot is posted on the ASCLS website, the link is on the Candidate Information page.
  - a. The sample ballot will include - positions to be voted on including term length; candidates in each category; the correct number to vote for in each category.
  - b. All races will be represented on one ballot with each position specifically identified (e.g. president-elect, secretary-treasurer, director, nominations committee, judicial committee) with the candidates and their state of residence listed below each position
  - c. The number of candidates to vote for will be listed for each race. (e.g. If there are 3 open Director positions the ballot will state Vote for 3)
  - d. If there are positions to be elected that are outside of the customary terms (e.g. partial term of 1 year for Director), the lowest/final point getter(s) to reach majority will fill the partial term(s).
3. Additional information on the Candidate information page will include a link to the Elections SOP, what constitutes a 'win', and a timetable showing voting times, durations, and potential runoff times and duration. (Appendix B)
4. An article detailing elections process will be submitted to the *ASCLS Today* Editor, Deb Rodahl, no later than Feb. 1 to be published by the March/April edition.
5. The Elections Committee will create/update a delegate flyer to be given to delegates at JAM (printed flyer at JAM, virtual flyer emailed prior to JAM); information on the flyer will include: (Appendix C)
  - a. Voting process – i.e. use an app, receive text and email notifications, pay attention to notifications

- b. Slate of candidates/sample ballot
- c. Voting times/days
- d. Runoff information
- e. Printed flyer uses the time zone where JAM is taking place; virtual flyer shows all time zones for the time block applicable to location of JAM (e.g., if JAM is located on the east coast, the time block labeled 'east coast' will be used; do not use the entire table)

## **Summer**

1. The elections flyer is printed for distribution at the registration table; virtual flyer is emailed to delegates
2. The Elections Chair contacts the Judicial Committee Chair to establish who will represent the Judicial Committee during the Elections at JAM.
3. The Elections Chair or representative and Judicial Committee representative meet with the EVP or identified staff member prior to the election to review the electronic ballot for accuracy.
4. The software program is based in the executive office; the EVP or identified staff member will work with the Elections Chair/representative and Judicial Committee representative in setting up the electronic ballot, messaging delegates, opening and closing voting times, and reviewing results.
  - a. The software program currently in use is Survey & Ballot Systems. The software program will push text and email notifications to eligible voters, display results in percentage and votes received, and print 2 copies of the results.
  - b. For each ballot, one signed printout is given to the ASCLS President, and the second signed printout is kept on permanent file in the executive office. Signed copies of each ballot result are kept on permanent file.
5. The ballot is 'opened' at 1100, following Candidate Presentation and Society Updates on Day 1 of JAM; text and email notifications are pushed out to all voting delegates as soon as the voting opens.
6. The initial ballot is open for 24 hours, closing on Day 2 at 1100. Results are reviewed with the Elections Chair/representative and Judicial Committee representative and the election results printout is signed by each. A copy is given to the ASCLS President. The results printout includes the number of votes and percentage received by each candidate. This information is not published to membership but is at the President's disposal to use as desired.
7. The ASCLS President relays election results to all candidates using a process determined by the President; if a runoff is indicated, the candidates will be informed of that and notification will be sent to voting delegates of a runoff with the date, and open and close times for voting.
  - a. The location and method for notification of candidates will be determined by the President and relayed to all candidates prior to the election
  - b. If a runoff is necessary, the President will inform the candidates prior to the runoff
8. If a runoff is needed, voting will reopen 2 hours after the initial ballot closes on Day 2 and remain open for 5 hours. If a third runoff is needed, that will open at 0900 on Day 3 and remain open for 5 hours
  - a. Runoff ballots will be setup per the following:
    - i. the number of slots will be one more than the open number of positions. Those slots will be filled with the candidates who received the highest number of votes on the previous ballot (e.g., if one opening remains and there are 4 candidates who did not receive majority, the lowest 2 vote getters are eliminated, and the 2 remaining candidates appear on the runoff ballot.)

- ii. in the case of a tie, a second runoff will occur to determine a majority winner
  - b. All successful candidates must receive a majority vote (>50%) to win the position
9. When all results are final, they are validated with signatures by the Elections Chair/representative and Judicial committee representative on the election results printouts and a copy is given to the ASCLS President. The EVP or identified staff member will retain the final signed printout for permanent archive.
10. Final results are posted in a central location at JAM and members will be notified using electronic communication
- a. Elections committee will ensure results are posted when the ASCLS President notifies them to do so
11. Final election results are entered on House of Delegate reporting sheet; the Elections chair/representative reports the results at the House of Delegates and a copy of the reporting sheet is given to the chair of the HOD minutes committee

**Appendices:**

**A. Sample ballot**

**B. Candidate information page including election timetable**

ASCLS Elections Voting Schedule								
meeting location	time zone	Day 1 primary ballot (24hrs)		Day 2 runoff ballot 1 (5hrs)		Day 3 runoff ballot 2 (5hrs)		Day 4 HOD
		open on Day 1	close on Day 2	open on Day 2	close on Day 2	open on Day 3	close on Day 3	open
Eastern time zone	ET	1100	1100	1300	1800	900	1400	1000
	CT	1000	1000	1200	1700	800	1300	900
	MT	900	900	1100	1600	700	1200	800
	PT	800	800	1000	1500	600	1100	700
	Alaska	700	700	900	1400	500	1000	600
	Hawaii	500	500	700	1200	300	800	300
Central time zone	ET	1200	1200	1400	1900	1000	1500	1100
	CT	1100	1100	1300	1800	900	1400	1000
	MT	1000	1000	1200	1700	800	1300	900
	PT	900	900	1100	1600	700	1200	800
	Alaska	800	800	1000	1500	600	1100	700
	Hawaii	600	600	800	1300	400	900	400
Mountain time zone	ET	1300	1300	1500	2000	1100	1600	1200
	CT	1200	1200	1400	1900	1000	1500	1100
	MT	1100	1100	1300	1800	900	1400	1000
	PT	1000	1000	1200	1700	800	1300	900
	Alaska	900	900	1100	1600	700	1200	800

	Hawaii	700	700	900	1400	500	1000	600
Pacific time zone	ET	1400	1400	1600	2100	1200	1700	1300
	CT	1300	1300	1500	2000	1100	1600	1200
	MT	1200	1200	1400	1900	1000	1500	1100
	PT	1100	1100	1300	1800	900	1400	1000
	Alaska	1000	1000	1200	1700	800	1300	900
	Hawaii	800	800	1000	1500	600	1100	600

**C. Delegate flyer**

**D. HOD election results sheet**