



- Appoint your Nominating Committee early
  - June – July timeframe is recommended
  
- Communications Plan for reaching members
  - Timeline of Election schedule
  - Call for Nominations
  - Petition Process
  - Election Results
  
- Follow policy/guidelines
  - Confirm eligibility of candidates
  - Hold secret ballots
  - Ensure all eligible members can vote
  
- Determine method for holding election and start date

## Section Executive Committee

- Appoints the **Nominating Committee** in June/July of the election year
- Sets the **election date**
- Ratifies the **initial slate of candidates** submitted to members along with the petition request
- Approves **Teller Committee** if applicable
  - **Not required if using vTools voting to run the election!**
- Teller Committee in place within 1 month of election date
  - **Section Chair** submits up to 3 member names which are approved by the Section Executive Committee

# Section Chair

- Following election results
  1. Contact each candidate and inform of results
  2. Upon completion of step 1 informs all Section members of results
  3. Report new officers using vTools officers reporting <https://officers.vtools.ieee.org/>

## ➤ **Three or more Section members are appointed to the Nominating Committee by the Section Ex Com**

- Cannot be current officers of the Section (Chair, Vice Chair, Treasure and Secretary)
- Recommend that this step be completed June / July of election year

## ➤ **Nominating Committee responsibilities include:**

- Call for nominations to all Section members
  - Six months prior to election date
- Prepare the slate of candidates recommended for offices of:
  1. Section Chair
  2. Vice Chair
  3. Secretary } one position for Secretary/Treasurer is allowed
  4. Treasurer }
  5. Other members elected at-large
- As of the June 2015 MGA Board meeting it was approved that section 9.4.F of the MGA Operational Manual be updated as follows;

*At a minimum the officers of the Section shall include a Chair, a Vice Chair, a Secretary, and a Treasurer. The Section may combine the offices of Secretary and Treasurer. A Section may define in its local operating procedures document if the Vice Chair shall automatically become the Chair at the conclusion of their term.*

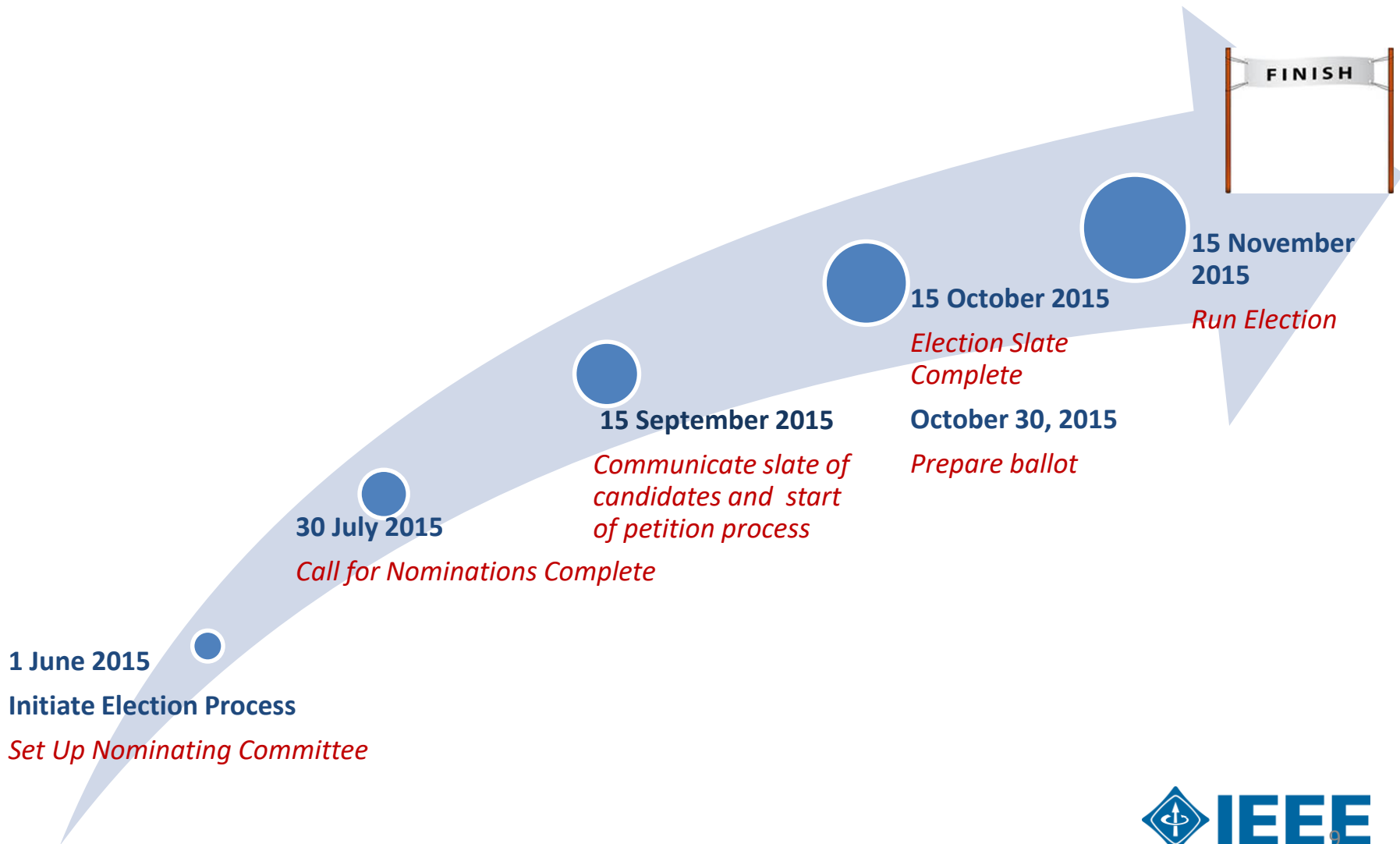
- Run petition process
- Finalize the slate of candidates

- A petition process is required for all elections and is the responsibility of the Nominating Committee
- Section members are notified of the slate of candidates and process for petition at the same time
  - Should be 6 weeks prior to election and completed at least 28 days prior to the election date
  - Petition end dates must be included in the notification
- All submitted petitions must meet criteria outlined in next slide
- At conclusion of the petition end date the Nominating Committee will:
  1. Verify eligibility of member names submitted
  2. Confirm their willingness to serve
  3. Request Position Statements and Biographies of petition candidates

1. Verify petitions meet criteria:
2. The number of signatures required on a petition shall be determined as follows: For all positions where the electorate is less than 30,000 voting members, signatures shall be required from 2% of the eligible voters. For all positions where the electorate is more than 30,000 voting members, 600 signatures of eligible voters plus 1% of the difference between the number of eligible voters and 30,000 shall be required.”
3. All signers must a member of the section
4. All signers must have provided either their member number or member mailing address
5. All signers of petition must provide their signature.
  - Verify eligibility of member names submitted
  - Confirm their willingness to serve
  - Request Position Statements and Biographies of petition candidates

- Solicits Section members for potential candidates
- Nominating Committee reviews candidate names submitted by members
  - Verify eligibility of candidates
  - Confirm willingness to serve
  - Request position statements and biographies of candidates
  - Select 2, but no more than 3 candidates for each position
  - Create slate of candidates and submit to Section Ex Com for ratification
- Communicate slate and petition process to members
- Finalize Petition process
- Finalize Election slate and ballot





- Download the Section Election Calendar Tool from the page [www.ieee.org/societies\\_communities/geo\\_activities/resources/section\\_vitality.html](http://www.ieee.org/societies_communities/geo_activities/resources/section_vitality.html)
- Single Candidates slates – Elections must still be run, strongly consider write in candidate option
- Exceptions to posted election dead lines cannot be considered
- Petitions are required to be run in cases where all submitted candidates are on the ballot

- A Section must define the officer term as **one or two years** and record it in its local operating procedures document
- If the officer term is not recorded in the local operating procedures document, it shall be **two years**.
- The consecutive period of service in any one office shall normally not exceed **four years**
- All officers shall not serve in any one position, in any single organizational unit, more than **six years** in total.
- The term of office shall normally be from **1 January through 31 December**.

\*\*Note – Not later than near the end of each term, an election for the next term should be held\*\*

– An individual may continue in the position until a successor has been duly elected and takes office

- 9.0.D - Write-in Votes- MGA and all of its organizational units may allow write in candidates for elections decided by members.
- 9.4.D.5 - Section Management
- 9.4.F - Section Officers - At a minimum the officers of the Section shall include a Chair, a Vice Chair, a Secretary, and a Treasurer. The Section may combine the offices of Secretary and Treasurer.
- 9.4.F.7 - Term Limits
- 9.4.G - Section Nominating Committee
- 9.4.H - Section Election Process

- Ability to automatically load the voters list based on members for your section
- Ability to send voting reminders via e-mail to the list of voters
- Predefined templates for your elected position candidates
- Voter authentication via IEEE web accounts
- Report your election results when you are done with your election in real time using the vTools Online Officers reporting
- Ensures the integrity of the process
- Ability to create professionally looking ballots
- IEEE branded look and feel
- Intuitive user interface for creating election ballots
- Members feel confident that their votes are not tampered with
- Visit <http://sites.ieee.org/vtools/welcome-vtools-voting-page/> to inform yourself