➢ 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
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
  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 be 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
1 June 2015
Initiate Election Process
Set Up Nominating Committee

30 July 2015
Call for Nominations Complete

15 September 2015
Communicate slate of candidates and start of petition process

15 October 2015
Election Slate Complete

October 30, 2015
Prepare ballot

15 November 2015
Run Election

FINISH
Download the Section Election Calendar Tool from the page 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.

*Source: IEEE-MGA Operations Manual – Section 9.4*
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
Benefits of vTools.Voting election tool

- 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