

BEST PRACTICES AND FREQUENTLY ASKED QUESTIONS
(Updated 20 September 2011)

The following BEST PRACTICES are recommended:

- For the position of Societies or Technical Council President, it is recommended that there be a minimum of two candidates for the position, regardless of the member or volunteer group that makes the selection.
- If the office of President is part of a defined progression of offices -- such as Executive Vice President, President-Elect, President—that the first position in the progression (in this example, the office of Executive Vice President) have a minimum of two candidates.
- For the position of Society-level officers, it is recommended that there be either a minimum of two candidates for each position, or that the Society has documented term limits for these positions. The purpose is to allow a wide pool of volunteers to be eligible and able to be selected for these positions.
- All OUs should look at the development of volunteers. It takes time to develop leaders, and each Society should establish processes to train new leaders. The excuse that “no one else can do the job” is not acceptable.
- It is allowed to elect a “slate” of volunteer leaders. However, note that the OU should allow for new volunteers to participate in leadership positions. It is not recommended that each year all of the sitting VPs simply change positions (rearrange the same people into different positions).
- It is recognized that some positions require specific skills – for example Treasurer and Editor-in-Chief, and that there is value in having someone with experience in these positions. However, the OU must balance this experience with the need to provide opportunities to volunteers and members.
- Calls for nominations should be distributed in a timely manner, in order to allow individuals time to participate in the process.
- Any OU appointments should be ratified by the Society/Technical Council/Technical Committee governing body.

FAQs

1. In my Society, the AdCom selects the officers. One of the officers, the President-elect, normally is selected to move into the office of President. The selection of President is not contested, but the office of President-Elect is contested. Does this comply with the Best Practices?

YES. This process complies because the first office in the progression, in this case the office of President-Elect, is contested. Because there is a documented progression from President-Elect to President, it is not required that the selection as President be contested.

2. In my Society, the AdCom annually selects the 5 Vice Presidents. The candidates are presented, by N&A, as a slate, and voted on as a group. Does this comply with the Best Practices?

YES. This process complies. However it is recommended that in this case of uncontested selections, that the Society have term limits for these offices. In that way, the leadership positions are open to new volunteers who want to get involved.

3. In my Society, the members elect the members of the AdCom. There are six open positions each year, and the slate prepared by N&A normally contains 8 names. Does this comply with Best Practices?

NO. And in addition, it is not in compliance with the TAB Operations Manual. For 6 open positions, it is required that there be 9 candidates ($6 \times 1.5 = 9$).

4. In my Society, the N&A Committee prepares the slate for the office of President and this slate is automatically sent out to the membership for election. Does this comply with Best Practices?

IT DEPENDS ON YOUR GOVERNING DOCUMENTS. Many Societies require that the AdCom/BoG approve the slate before the election process begins.

5. In my Society, the President is selected from the sitting Members-at-Large – resulting in a vacant Member-at-Large positions. We do not fill that open positions, which means that the number of voting members is decreased by one (the vacant position). Does this comply with Best Practices?

IT DEPENDS ON YOUR GOVERNING DOCUMENTS. Some Societies fill the vacant positions (the process is defined in the S/C governing documents). Some Societies leave the position vacant and modify the number of voting members.

6. In my Society, the membership elects the Secretary and Treasurer. The N&A Committee will sometimes recommend just one person for the position, especially if the person is the incumbent in the position and is being considered for a second term. Does this comply with Best Practices?

NO. All positions that are elected by the entire Society membership must conform to the 1.5 rule.

7. In my Society, the membership elects to President. The N&A Committee will sometime recommend just one candidate. Does this comply with Best Practices?

NO. Since this is it an elected position, the 1.5 rule applies. In addition, best practices state that, for the office of President, it is strongly recommended that there be a contested election.

8. In my Society, the membership elects the President. My Society has tried everything to have volunteers agree to run for the office of President. We sent an email blast to the membership, ran articles in the S/C publications, and did personal outreach to interest candidates. Only one person has agreed to run for the office. Does this comply with Best Practices?

NO BUT THERE IS A PROCESS FOR APPROVAL. The listing of only one candidate for an elected position is not allowed. However, there is a process whereby the Vice President – Technical Activities “may at his/her discretion allow a smaller slate.” You may request the one-time exception.

9. In my Society, the N&A committee creates a slate of at least 2 individuals for the office of President and the entire membership elects the President. Does this comply with Best Practices?

YES. There are at least 1.5 candidates for the election.

10. In my Society, the N&A committee creates a slate of 1 individuals for the office of President and the entire membership elects the President. Does this comply with Best Practices?

NO. There must be a minimum of 1.5 candidates for any position, in this case it is one position and so a minimum of 2 candidates is required.

11. 9. In my Society, the AdCom/BoG creates a slate of at least 2 individuals for the office of President and the entire membership elects the President. Does this comply with Best Practices?

YES. There are at least 1.5 candidates for the election.

12. In my Society, the AdCom/BoG creates a slate of 1 individual for the office of President and the entire membership elects the President. Does this comply with Best Practices?

NO. There must be a minimum of 1.5 candidates for any position, in this case it is one position and so a minimum of 2 candidates is required.

13. In my Society, petition candidates are allowed. Is it allowable for N&A to prepare a slate of only one candidate and tell people that they can petition?

NO. The slate must include 1.5 candidates. The petition process allows for candidates to be added to slate AFTER the N&A or AdCom approves the slate. There is no guarantee that

additional candidates will petition, therefore the slate must meet the minimum requirements of the 1.5 candidates.

14. In my Society, nominations from the floor are allowed. Is it allowable for N&A to prepare a slate with only one candidate and tell people they can nominate from the floor.

NOTE – I am not sure of this one, please give me your comments.

If N&A has final say on the slate, they must prepare a slate with at least 1.5 candidates. Often, the N&A recommendation goes to the AdCom, who has final authority to approve the slate. In this case, it may be OK for N&A to recommend a slate of one candidate and put the burden on AdCom to add more individuals. But this is N&A abdicating their responsibility.

Nominations from the floor may be allowed (depending on the S/C governing documents) and there is no rule regarding an upper limit as to the number of candidates.

15. My Society has the N&A Committee create three individual slates for three regional VP positions (VP-Europe Activities; VP-Asia Activities; VP-Latin America Activities). The Society membership that resides in each of these individual Regions votes for and elects a VP. For example, all Society members in Region 10 are allowed to vote for the VP-Asia activities. At least two candidates for each positions are listed on the ballot. Does this comply with Best Practices?

YES. Since the membership selects the individual (even though it is a subset of the entire Society membership, it is an election and must follow the 1.5 candidate rule.

16. My Technical Council AdCom is composed of individuals (representatives from the Societies plus Officers – who may also be representatives from the Societies), but there are no “members”. We “elect” the officers. Does this comply with Best Practices?

NO. Technical Councils do not have individual members and so all selections are appointments.

17. My Society N&A Committee considers a large number of individuals for each position, but selects only 2-3 to be considered by the entire AdCom. The AdCom then selects (appoints) one person for each position. Does this comply with Best Practices?

YES. Because it is an appointment, there is no requirement as to the number of candidates.

18. My Society allows individuals to petition to be placed on a slate for a VP position. The AdCom makes the selection. What is the number of signatures required for the petition? Is it a percentage of the entire Society membership or a percentage of the AdCom membership.

Since the AdCom makes the selection, the petition requires 20% of the AdCom members. For example, if the AdCom is 24 individuals, 5 signatures are required.