

ALSA Board of Directors Election

General Guidelines

The election process occurs in four stages: Petition to Nominate, Statement of Candidacy, Ballot Preparation and Voting and Report to Membership. Each stage has general guidelines with suggestions that should be followed to maintain a fair and legal election process.

Stage I – Petition to Nominate – January through April 10th.

Refer to Petition to Nominate Form on website

Stage I has two sections:

- I. Those who wish to petition a member for nomination
- II. Those who wish to receive petitions to be nominated.

I. Requirements to submit a *Petition to Nominate* a member to be placed on the ballot

1. To be eligible to petition (propose) a candidate, you must be
 - a) a current ALSA member
 - b) in good standing with ALSA; and
 - c) at least 19 years of age
2. When petitioning
 - a) only one petition may be submitted per membership number
 - b) petitioners name, ALSA # and signature must be on petition
 - c) if submitted by the United States Postal Service, the petition must be received by April 10th. All other nominations (fax / e-mail) must be received no later than 12:00 PM (noon) EST April 10

II. Requirements for a member wishing to be successfully petitioned for nomination

1. To be eligible to be nominated and placed on the ballot, a member must
 - a) be a current ALSA Member
 - b) be in good standing with ALSA
 - c) be at least 19 years of age
 - d) reside in a qualified region as described by the regional show program where no more than the maximum of two directors live**
 - e) receive at least five (5) valid nominations as described in the section above.
- **Refer to Nomination Form for Board openings

Once the nomination period is closed, the Election Committee will verify with the ALSA office the membership status of all petitioners as well as those members who have been petitioned. In the spirit of fairness to all members, the Election Committee is not able to discuss or disclose any information regarding the petitioning process until all petitions received are validated.

Election Committee's Suggestion: Communicate with your community. If you are interested in serving on the ALSA Board, talk with ALSA members, share your ideas and concerns. Ask those interested to complete and submit a Petition to Nominate Form on your behalf. Remind petitioners to follow the required process. Keep track of Petitions to Nominate submitted on your behalf. The ALSA office may be able to verify individual's membership status. For other suggestions, please contact the Nomination Committee for candidate information.

Stage II – Statement of Candidacy -April 10th thru May 1st

Following the verification of membership status with the ALSA office, the Election Committee will notify all potential candidates of their successful nomination. The committee requests that each candidate electing to run for office submit their Statement of Candidacy. If a member elects to decline their nomination, the committee requests their decision in writing which will be placed in the permanent files of the Election Committee.

Requirements for the Statement of Candidacy

1. Statements of Candidacy will be no more than 350 words
2. The Election Committee requests Statements be submitted via e-mail to facilitate accuracy of the Statement as well as meet printing deadlines
3. Deadline for submitting Statement is May 1st - 12:00 PM (noon) EST.
4. Statements of Candidacy will be published in a single paragraph format
5. The number of words will be checked using electronic word check
6. All statements over 350 words will be returned to the candidate for editing. Candidates name and region are not counted in the allotted 350 words.
7. The Election Committee will not perform editing tasks.
8. Changes must be accompanied with the candidate's permission to use the revised Statement of Candidacy.
9. Final revisions of Statements must be received by the deadline
10. Should a candidate elect to not submit a Statement of Candidacy, their name and region will be placed on the Statement of Candidacy document and "No statement submitted" inserted in place of their statement.

Stage 3 – Ballot Preparation May 2 through May 10

Activities of the Election Committee

1. Prepare Statement of Candidacy document. Statements will be presented in alphabetical order using candidate's last name.
2. Work with Policy and Planning Committee to incorporate an ALSA Bylaws changes to be voted on by the membership. Prepare the bylaws ballot.
3. Prepare the Board of Directors Ballot
4. Prepare the required return envelope for voting
5. Request from the ALSA office name and address labels for qualified voting members.
6. Request from the ALSA office a list of members for whom a label was prepared
7. Forward list of members who are qualified voters to the CPA counting the votes.
Note: CPA uses the information completed by the member on the return envelope to verify that member is indeed able to submit a vote.
8. Submit documents to printer/mail agent for printing and mailing
9. Supervise printing and mailing process

Stage 4 – Voting and report to membership – Deadline June 5

It is the responsibility of each member to inform the ALSA office of your current and correct address. If you are not sure your information is current and you wish to receive a ballot please communicate with the office.

The Election Committee is not responsible for maintaining a current membership address list and will use the information on file with and provided by the ALSA office.

Voting

1. Review the Statements of Candidacy
2. Follow the instructions for the number of candidates you may vote for
3. Vote the by-law changes ballot if applicable
4. Use the provided pre-addressed return envelope to the CPA
5. Complete the required information on the outside of the envelope
Name, address, ALSA #, etc
6. Place a stamp on the envelope
7. Ballot must be received by June 5
8. Ballot will not be counted if received after June 5

The information on your return envelope must be legible. Should the CPA processing the ballots not be able to verify your information your ballot will not be counted. All ballots must be sent to the tallying CPA. Ballots sent to the Election Committee will not be counted.

Report to membership – June 7th

The following are steps in order from the ALSA Standing Rules:

1. The CPA will advise the Election Committee the results of the tallying
2. The Election Committee will advise the committee's Board liaison
3. The Board liaison will inform the highest member of the Board whose position is not on the ballot
4. This individual will verbally advise all nominees of the election results, (and only the nominees)
5. This individual will then advise the Election Committee that the nominees have been notified and the Election Committee will confirm the results to the nominees in writing, and forward a notice of the results to SHOWRING by the next publishing deadline.