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# **SAVE INTERNATIONAL**

# **Nomination & Election Procedures Manual**

Revised February 21, 2018

*This revision supersedes all previous versions of the Nominations & Elections Procedures Manual.*

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## SECTION 1. INTERNATIONAL NOMINATING COMMITTEE

- 1.1 Scope: The individuals for the offices on the SAVE International Board of Directors shall be nominated in accordance with this manual.
- 1.2 Composition: The Immediate Past President shall act as Chair. Other members include the President, Executive Vice President, Vice President – Membership and up to three other individuals. The Nominating Committee shall be approved by the Board of Directors from nominations submitted by the Chair. All appointments to this committee will be concluded at the Board of Directors meeting at the annual conference.
- Vacancies on the International Nominating Committee may be filled by appointment of the Board of Directors, either by two-thirds vote of the Board or by majority vote of the Board and concurrence of the Chair of the International Nominating Committee.
- 1.3 Objectives:
- 1.3.1 To seek out, locate, and attract qualified candidates who will make excellent leaders for SAVE International.
- 1.3.2 To provide the SAVE International membership a choice of qualified candidates for each office.
- 1.3.3 To review each potential candidate to assure that he/she is qualified in accordance with the SAVE International Constitution and Bylaws, and with the requirements of this manual.
- 1.4 Schedule: *Prior to the Board meeting at the annual conference:* The Chair shall interview potential committee candidates.
- At the annual conference:* The Committee shall contact outgoing officers for potential nominees for their office, establish a call for candidates, establish facilities for candidates to submit applications for office, and meet with chapter presidents at their conference meeting to encourage chapters to submit names for SAVE International Board participation.
- By June:* The Chair shall organize the Committee, either by letter, fax, email, or teleconference called for that purpose, and plan the steps to be taken to meet the above objectives. Each member shall be requested to submit the names by August 1 of proposed candidates for office.
- The Chair shall contact, mail, or email Officer Candidate Forms and announcement letters to chapter presidents and the Board of Directors. (See Exhibit I.)

*By September:* The Chair shall follow up with chapter presidents and the Board of Directors. To insure the process is moving satisfactorily, the Chair will prepare a progress report for the fall Board of Directors meeting.

*By November:* The Committee shall meet in person or conduct a telephone conference to approve prospective candidates as nominees. Approval requires a majority vote. Voting of the nominating committee, including preliminary voting, shall be fully disclosed to all members of the committee. Voting of the committee shall not be disclosed outside the committee, nor shall the voting of any member of the committee be disclosed outside the committee. All people proposed as possible candidates will be individually informed by the Chair as to the results of committee action.

The names of all candidates who have been approved by the committee shall be forwarded by the Chair to the Executive Director. Each candidate package submitted to the Society Business Office must include a personal biography of 50 words or less, a statement of 100 words or less of the candidate's objectives for the office, and a letter of support from the candidate's employer (if appropriate). A photograph may also be included.

*By December:* All ballot information shall be obtained and reviewed by the Immediate Past President.

*By at least 60 days before the Annual Business Meeting:* The ballots shall have been printed and mailed to all SAVE International members who are eligible to vote. Consideration must be given to the time required for international mailings and response.

Ballots may be cast via mail (returned paper ballot), fax, or online. Each member may vote only once. In the occurrence of multiple votes by the same member, only the first ballot received will be accepted and all others discarded.

*By at least 30 days before the Annual Business Meeting:* Ballots shall be received by the Society Business Office. Ballots received by the Society Business Office less than 30 days before the Annual Business Meeting shall not be counted.

- 1.4.2 All actions and discussions by this Committee are privileged information to the International Nominating Committee only.
- 1.4.3 The Executive Director of SAVE International and Board members other than the Vice President – Membership and Chair shall not serve on the International Nominating Committee.

- 1.4.4 The final ballot proposed by the International Nominating Committee shall be reviewed and approved by the Board of Directors prior to its issuance to the membership at large. This will normally be accomplished at least two weeks before the Annual Business Meeting.
- 1.4.5 Following review (paragraph 1.4.4), the Board may, by two-thirds vote of the members voting, discharge the International Nominating Committee and subsequently act as such. Actions of the Board when acting as the International Nominating Committee shall be limited to the following:
- (1) Acceptance by majority vote of all or portions of the ballot proposed.
  - (2) In the case(s) of no nominees for an office, the Board may add a candidate(s) by majority approval. Candidates must meet the requirements of this manual.
  - (3) In the case(s) of a single nominee for an office, the Board may add a candidate(s) by majority approval. Candidates must meet the requirements of this manual.
  - (4) In the case(s) of a nominee who may be ineligible, have withdrawn, or be unable to serve, remove that nomination by confirming such ineligibility, withdrawal, or inability to serve by two-thirds vote of members voting.

## **SECTION 2. INTERNATIONAL OFFICER NOMINATIONS**

The following remarks apply to all officers listed under paragraph 1.1 above.

- 2.1 All proposed nominations shall be submitted on the Application for SAVE International Office. (See Exhibit III.) It shall be filled out completely to avoid possible disqualifications. Any member in good standing may propose for nomination any member, including himself/herself, for any office. All data and information shall be verified by the International Nominating Committee.
- 2.2 Affiliates and student members are not eligible for office.
- 2.3 A candidate for Executive Vice President shall be a member in good standing who has served at least one full term on the Board of Directors before taking office. This person will succeed to the office of President at the end of his/her term as Executive Vice President.
- 2.4 All elected Board members, except the Executive Vice President, may succeed themselves once. A previous Board member who has been out of a particular office for a full term is again eligible for that office.
- 2.5 The Executive Director shall be responsible for follow-up to receive all required information from the International Nominating Committee within the timetable indicated in this manual.

- 2.6 The Executive Director shall be responsible for the printing and distribution of the approved ballots, as well as for their holding and counting.
- 2.7 Ballots shall be returned by the members to Society Business Office, where they will be opened, recorded, and counted with all ballots received electronically. The Society Business Office will have the voting results verified by a SAVE member in good standing, then certify the results into the record and inform the President.
  - 2.7.1 Winners will be determined by plurality vote; i.e., the candidate receiving the most votes for a contested race will be declared the winner.
- 2.8 The President or designee will report the outcome of the election within three days to the International Nominating Committee, to the Board of Directors, and to all candidates.
- 2.9 All candidates for international office must have written evidence of company or personal support for candidate expense and time required for performing the duties of the elected office.
- 2.10 The International Nominating Committee shall be responsible for ascertaining that candidates do not have obvious and obtrusive conflicts of interest that, in their opinion, are viewed as being in competition with, or detracting from, the growth and well being of the Society.
- 2.11 Current Board members wishing to run for another Board position must be completing their terms of office during the election period. If not, then the individual(s) must submit his/her resignation prior to the election process to be effective with the Board's approval of the election slate of candidates for that election period. The Board will then select a qualified individual, other than the recent incumbent, to complete the remainder of the term, from a list of candidates supplied by the International Nominating Committee, in accordance with Article VI, Section 7, of the SAVE International Constitution.

### **SECTION 3. POLICY ON INTERNATIONAL ELECTION CAMPAIGNS**

When the ballot for election of Board members is mailed, it is accompanied by the candidates' biographies and statements of objectives, as limited by paragraph 1.4.1, which will permit all members to evaluate the candidates as objectively as possible.

Occasionally, in the early years of SAVE International, there were mail campaigns by enthusiastic backers of candidates for office. The Board of Directors has taken the view that such campaigns are unprofessional and not in keeping with a professional society's objectives and spirit.

Several years ago, the Board of Directors voted to go on record as opposing the dissemination of campaign literature on behalf of any candidate for office, other than that disseminated by the Society Business Office, and to request that chapters refrain from mail or email campaigns for candidates in Society elections.

This notice should be included in the letter sent to chapter presidents requesting candidates for office.

## EXHIBIT I. CANDIDATE SOLICITATION

<SAVE INTERNATIONAL LETTERHEAD>

(Date)

Chapter Presidents

To continue to grow in stature as a professional organization, SAVE International must select the best leaders and administrators from within its membership. These people are now working in your chapters and are the best potential Society officers. In turn, they should be recognized and promoted for their achievements by election to an international office.

The <year> will be for the following positions to serve <beginning year> through <ending year> (two year terms):

- <List candidate positions as appropriate>

It is necessary to complete the enclosed Application for SAVE International Office when submitting a candidate for office. This assures the International Nominating Committee that you have screened the candidate's record to the best of your ability, and that you will support the candidate in his/her quest. Please note, however, that several years ago the Board of Directors votes as "opposing the dissemination of campaign literature on behalf of any candidate for office other than that disseminated by the Society Business Office, and to request that chapters refrain from mail or email campaigns for officer candidates."

Assembling a list of qualified candidates to lead our Society is a major responsibility of all officers and members to assure a slate that will carry out constructive development of the Society for each member's benefit and growth. Therefore, it is necessary that you give this request your immediate and concerned attention. Please submit all completed forms to me, postmarked no later than October 15, <year>.

On behalf of the entire membership, thank you for your help.

Sincerely,

<Name>  
International Nominating Committee Chair

Attachment

## EXHIBIT II. CHAPTER NOMINATION

### SAVE INTERNATIONAL CANDIDATE APPLICATION

All proposed candidates for nominations shall be submitted on this SAVE International Candidate Application. It must be submitted and returned to the International Nominating Committee postmarked no later than <date>, to insure proper consideration.

Data must be complete and concise and verified by the signature of the appropriate party. It is recognized that there are cases in which members are in areas remote from active chapters. This should not preclude submitting the person's name for consideration as a candidate.

The candidate's biography should not exceed a maximum of 50 words, and the statement of objectives should not exceed a maximum of 100 words. The International Nominating Committee Chair reserves the right to edit the biography and statement of objectives. An appropriate letter of authorization or personal support must accompany this submittal.

In accordance with the SAVE International Bylaws, Board members may succeed themselves in an office only once consecutively.

#### AFFADAVIT

The information contained herein relative to the qualifications of <candidate's name> for the office of <office> has been reviewed by the officers and board of the <chapter name>, and it has been verified to be true to the best of our knowledge. The candidate has our support for this office.

Secretary:

President:

Date:





## Personal Data about Applicant

***EDUCATION***

School or College	Date of Graduation	Degree

***SAVE INTERNATIONAL INVOLVEMENT***

Year accepted to membership: \_\_\_\_\_  
 Type of certification: \_\_\_\_\_ Certification number: \_\_\_\_\_

***SAVE INTERNATIONAL OFFICES HELD (International or Chapter)***

Office Held	Dates	Special Assignments

***SAVE INTERNATIONAL HONORS RECEIVED***

Award or Honor Received	Date

***OTHER PROFESSIONAL AFFILIATIONS***

Association or Society	Member Grade	Offices Held

***OTHER ASSOCIATION OR SOCIETY HONORS RECEIVED***

Awards or Honors Received	Date

***PUBLICATIONS***

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***OTHER ACTIVITIES (Civic, Church, etc.)***

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*PROFESSIONAL LICENSES AND/OR CERTIFICATIONS (Other than AVS/VMA or CVS)*

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**Qualification for Office**

*May be completed by candidate or colleague.*

1. Why is the applicant particularly well qualified for office?

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2. Cite specific personal qualities which support the above.

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3. What will this nominee accomplish for SAVE International, if elected?

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4. What past achievements best demonstrate the nominee's ability to accomplish the above?

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5. Cite other accomplishments in SAVE International and/or elsewhere that support this nomination.

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### Candidate Signature

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Name

Potential Office

### Biography

**50 words maximum.** Committee reserves the right to edit to maximum of 50 words. (If more space is required, please attach a separate sheet of paper.)

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### Statement of Objectives

**100 words maximum.** Committee reserves the right to edit to a maximum of 100 words. (If more space is required, please attached a separate sheet to this application.)

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### Notification of Election

CANDIDATE: List the names and addresses of colleges/universities and/or newspapers you want notified of your election.

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