

## **Nominations and Elections**

### **Members of the Nominations and Elections Committee**

The President will appoint the immediate past, past president. If that person is not willing or able to serve, then the President will appoint a past president not currently serving on the Executive Committee. If none of the past presidents are able or willing to serve in this capacity, then the President will seek out a former board member or other representative of the general membership who has leadership experience. The President will also appoint a current member of the Board to serve as Board Liaison; that member will preferably be in their last year of service on the Board, and will not be seeking a consecutive term on the Board. The President will also appoint the immediate past program chair of the Americas conference to the Nominations and Elections Committee. If that person is not willing or able to serve, then the President will appoint a past program chair not currently serving on the Board or the Executive Committee. The President will appoint two additional members from the general membership who represent the diverse and international perspectives of AHRD.

Members of the Committee will serve for no more than two years.

### **Chair of the Nominations and Elections Committee**

The Committee will select a Chair at its first meeting. The Chair of the Nominations and Elections Committee will serve as the Elections Chair. The Chair will be responsible for facilitating the Committee meetings, for interacting with the Office concerning the elections, and for tallying the results of the election. The Board Liaison will notify the Board and the Office as to who has been selected as Chair.

### **Principles**

The Committee will attempt to create a slate of candidates to include at least two nominees for President-Elect.

The President-Elect must have served on the Board for at least 1 year.

Anyone running for the Board must have been a member of AHRD for at least 1 year and be a current, active member.

The Committee will actively seek diversity on the Board in compliance with the AHRD constitution and by-laws.

No one who is a member of the Committee can concurrently run for office as a Board member or President-Elect.

NOTE: The timeline below is somewhat tentative. The goal is to have voting done by the end of the year at latest so that new Board members can arrange to be at the conference early to attend the Board meeting in advance of the conference. They are also required to attend the Board meeting at the end of the conference, usually Sunday morning. That is when they officially become members of the Board.

Who	By When	What and How
Election Chair / Nom'g Comm	Middle of July	Prepare Digest item to remind people to think about running for the Board (three elected every year) and President Elect (every other year, i.e. in odd years), specify requirements, and give deadlines <ul style="list-style-type: none"> <li>• President Elect must have served at least one year on the Board term</li> <li>• Attendance at conference, Board meetings, and monthly conference calls will be expected</li> </ul>
Office	August and Sept Digests	Run Digest item
Election Chair / Nom'g Comm	End of August or early Sept—the sooner the better	Prepare full Call for Nominations for distribution to the membership.
Office	When recd from Chair	Post Call for Nominations to Web site Send an eblast to the membership containing full text of Call for Nominations as well as a link to the Call that is posted on the web site.
Office	Nov 1	Set up ballot on line <ul style="list-style-type: none"> <li>• Set up form so each member can access it only once</li> <li>• Set automatic turnoff date and time</li> <li>• 2 pages: candidate statements then ballot. Users should be able to go back and forth between the two pages until they submit.</li> </ul> Post the candidate statements on the web site, with a link from that page to the election form Prepare and send eblast telling members what to do <ul style="list-style-type: none"> <li>• Don't forget to state voting deadline</li> </ul>
Office / Election Chair	Mid-Nov	Send an eblast reminding people to vote.  Send another one a couple of days before deadline, and a final one the day voting closes.
Office	Nov 30	Collect voting data after survey is closed and send them in Excel form to Election Chair.
Election Chair	Dec 15	<ul style="list-style-type: none"> <li>• Analyze the collected data using HARE System procedures and determine election winners</li> <li>• Inform the AHRD President of the election results.</li> </ul>
AHRD President	ASAP	Personally contact all who ran and tell them they won or thank them for running and encourage them to try again.  Inform the Board of election results.

Office	After all have been notified	Add the new Board members to the listserv
Office	After all have been notified	<p>Contact new Board members to welcome them to the Board, and give them a heads up on expectations of them concerning</p> <ul style="list-style-type: none"> <li>• Attendance at Board meetings and conference calls, especially the extra time around conference <ul style="list-style-type: none"> <li>• (invited but not required to attend Tuesday all-day meeting, still nonvoting at this point)</li> <li>• Their Board term officially starts with the Sunday morning meeting at the end of conference—required attendance</li> </ul> </li> <li>• Tell them about the \$500 reimbursement (Fall meeting only)</li> </ul>

The following is a template for the Call for Nominations.

Approved 9/24/11

## **AHRD Call for Nominations**

The AHRD Board of Directors, guided by the leadership of the President, enacts the vision and directs the activities of the Academy of Human Resource Development (AHRD). This year, AHRD members will nominate and elect three new Board members and a new President-Elect. We need your help to find the best candidates for these important positions – people who will lead our ever-growing and ever-changing Academy with vitality and vision.

### **Board Member Nominations:**

Any member of the AHRD who has been a member for at least one year, including former Board members, is eligible to be nominated to serve on the Board. Self-nominations are also accepted. AHRD has a strong commitment to diversity in its general membership and to the diversity of the membership of its Board.

Those considering having their names placed in nomination should consider their time commitment for Board assignments. Each member of the Board is given at least two assignments, which include serving on a Board committee and as Board liaison to an Academy committee. Board members are elected for a three-year term and are expected to attend the Board meetings during the annual conferences in 20XX, 20XX, 20XX and 20XX and one additional Board meeting each year of the three-year term, which are scheduled in the fall and at various locations. Board members are expected to cover their own expenses for attendance at scheduled Board meetings.

### **President-Elect Nominations:**

Current and former Academy Board members who have served at least one year on the board are eligible for nomination for President-Elect. Any AHRD member meeting this criterion can be nominated or can self-nominate. The term of President-Elect is for two years followed by two years as President and two years as Past-President. The President-Elect serves as the Conference CEO for the annual conferences during that two-year term. Please consider stepping forward to serve the Academy in this critical leadership role. The President-Elect is reimbursed for some expenses for attendance at scheduled Board meetings.

### **Expected Time Commitments:**

- 1 and 1/2 hour Board meeting by phone each month
- 3 hours of Board work per week between Board meetings (5 hours for President-elect)
- 2 and 1/2 day in-person Board meeting in the Fall
- 1 to 2 day in-person Board meeting in conjunction with the AHRD conference

### **Nominations Procedure:**

All nominees must adhere to following election guidelines.

Nominations for Board members and President-Elect should be sent to \_\_\_\_\_ (Chair of the Nominations Committee) by **October XX, 20XX**. Nominations will close on October XX, 20XX. Whether you nominate yourself or someone else, all nominees must provide a written statement that includes both their biographical information and vision for the Academy, including how they would like to contribute in their role as a Board member or President-Elect. **You are restricted to a total of 400 words for your statement that must consist of separate sections for (1) biographical information, (2) what you would contribute to the vision/aims of AHRD in your role as Board Member, and (3) a description of current/past service to AHRD and/or similar professional organization that you believe qualifies you for this leadership role.** If the statement exceeds this word restriction, sentences will simply be dropped from the end of the statement to fit the space limitation.

**Please note that the use of flyers or the AHRD listserv for the promotion of candidates is prohibited.**

Please send nominations and nominee statements to \_\_\_\_\_, Chair, AHRD Nominating Committee, via email (\_\_\_\_\_). A reply e-mail confirmation will be sent to you indicating that your nomination has been received. If you do not receive this confirmation within 48 hours, please re-send and/or contact \_\_\_\_\_ at phone number \_\_\_\_\_.

All AHRD members will receive instruction for completing their ballot, which will be found at the AHRD website in late October. The AHRD election process will be completed by December 1, 20XX and new Board members will be introduced to the Academy at the AHRD International Research Conference in the Americas February-March XX, 20XX.

The Election Committee looks forward to receiving your nominations.

AHRD Election and Nominating Committees

Approved 9/24/11  
Amended 9/23/2016