

Subject	<b>Job Description – Elections Committee</b>
Section	Job Description
Date Approved	December 2012; June 2017
Effective Date	December 2012; June 2017
Reviewed Date	June 2017
Revision Date	June 2017

## Elections Committee

---

**Overview:** The Elections Committee will be composed of five (5) members, three (3) that will be elected by the membership for a three (3) year term, and two (2) that will be appointed by the ONA Board of Directors for a two (2) year term.

Members of the Elections Committee must be members in good standing at the time of nomination or appointment and for two (2) years preceding the call for nominations or appointment.

Elections Committee members may not be candidates for any other elected ONA position. The appointed committee members will be the ONA auditor or designee and a professional registered parliamentarian, neither may be a member of the ONA staff or an elected ONA leader.

### Responsibilities:

- The committee will consider all pre or post-election objections that are filed by a member in good standing in accordance with these Bylaws and adopted policies.
- The Elections Committee will investigate each objection and will:
  - Convene a hearing on the objection within twenty (20) days of the receipt of the written objection.
  - Determine the merits of the objection and, if found meritorious, determine the appropriate remedy up to and including holding a new election, barring a candidate from running for an elected position, or certifying the winner of an election.
  - Provide a written decision to the ONA Board of Directors, the Nominating Committee, and the affected candidate(s) which sets forth the basis for the decision within twenty (20) days of the completion of the investigation and hearing.
  - Conclude the hearing and certify the results no later than ninety (90) days after receipt of the objection.
  - At its discretion, hear related objections during the same hearing.
- The Elections Committee’s decision may be appealed to the House of Delegates within ten (10) days after the Elections Committee concludes the hearing and certifies the results. The House of Delegates will consider timely appeals within ninety (90) days of the receipt of the appeal. The decision of the House of Delegates will be final and the Elections Committee will certify that decision as the official results for the election.
- While the election is contested, including during an appeal, the incumbent’s term of office will continue.

**Expectations:**

- Meeting attendance
- Adhere and comply to current ONA Bylaws and policies ~~timelines~~
- Computer, Internet and email access is required

**Time expectation:**

- Committee meetings as necessary for contested election
- Meetings on-site at ONA or via conference call
- Individual time commitment to contact potential candidates via telephone, email or in person

**Member Support:**

- All Committee members are reimbursed for travel, lodging, meals and child care associated with meeting attendance or representation of ONA. Mileage is reimbursed at the IRS rate. The child care/pet care reimbursement rate is \$100 per day.