



TFMA
NOMINATION AND
ELECTION PROCEDURES

Final
December 2014



NOMINATIONS AND ELECTIONS ELIGIBILITY

TFMA board elections are held in the spring prior to the annual meeting. Only full and life members of TFMA are eligible to vote in board elections. The Nominations Committee will oversee the elections process under supervision of the Committee Chair, referred to as the Elections Chair.

Integrity of the Elections Process

To protect the integrity of the elections process, the TFMA Elections Chair will be given password protected administrative access to the electronic nomination forms, ballots, and results. Should a member question the handling of votes, upon their written request to the Elections Chair, and at the direction of the Elections Chair, TFMA will provide a list of members who voted (not the vote itself) and the concerned member may contact each voter to verify they did in fact vote in the election.

Board Election Cycle

Officers shall hold office for two years unless an Officer shall resign or shall be removed or otherwise be disqualified to serve. President, Vice President, Treasurer, and Secretary, may serve two consecutive terms (4 years total). Regional Directors may serve more terms as long as they receive the majority vote from their Region during the election process.

Candidate Eligibility

All board candidates must be full or life members to be elected. Regional Directors must reside in the Region they represent on the board.

Voter Eligibility

- Only TFMA full and life members are eligible to vote in board elections.
- All eligible voters may vote for Officers.
- Only eligible voters from Regions up for election may vote for Regional Directors.
- Voters may only vote for Regional Director candidates representing the voters' own Region in a regular election or runoff election.

PROCEDURES FOR NOMINATION AND ELECTIONS OF OFFICERS AND REGIONAL DIRECTIONS

Election Announcement / Notification

Eligible voting TFMA Members will be informed of elections through newsletter notices and an email distributed under the name of the Elections Chair from the Executive Office. Nominations for board seats up for election will be solicited at least 90 days prior to the election. Members will be encouraged to actively seek eligible candidates for nomination. Elections will be concluded in advance of the annual meeting where election results will be announced to the membership at the Awards Luncheon.

Verifying Nomination and Voter Eligibility and Region

Nomination forms shall include or account for the nominated member name and region. Only eligible voting TFMA members will receive nomination forms and voting ballots listing the board seats for which they are eligible to nominate and vote. Members' business addresses will be used for the purpose of determining their region. If a business address is not provided, the members' home addresses will be used. Each eligible voter will receive a personalized email with the nomination form and ballot that provides region, for their convenience.

Call for Nominations and Nomination Period

The Call for Nominations email will be sent to all eligible TFMA members at least 90 days prior to the annual meeting. Nominations will be open for 21 days. The TFMA Executive Office will verify that any membership renewals and payments received to date are processed before the eligible member list is populated.

Only TFMA full or life members as of the date the initial nomination email is sent will be eligible to receive nomination forms, provided they meet the voter eligibility criteria. Only TFMA full and life members as of the date the initial nomination email is sent will be eligible to run for office provided they meet the board seat eligibility criteria. The Nominations Committee will contact the incumbents and remind them of where they stand in their term limits and if they are eligible to run for another term, and ask if they are willing to run.

The email soliciting nominations for open board seats will note:

- The Officer seats which are up for election, and which are eligible/willing to serve another term.
- The Regional Director seats which are up for election, and which are eligible/willing to serve another term.
- TFMA full and life members may nominate any eligible candidate for any Officer seat up for election, but may only nominate Regional Director candidates from their own region.
- Eligible nominees may run for only one office per election.

Nominations Deadline

Nominations for board seats up for election must be submitted via the electronic nomination form to the Executive Office by a date determined by the Nominations Committee at the beginning of the current year election cycle. Nominations will be accepted if the completed nomination form is received by the electronic system and/or Executive Office by 11:59 pm Central Time on the day of the nominations deadline.

Nomination Forms

Nomination forms shall be developed by the Nominations Committee and shall contain provisions for a nominator's name and region. Nomination forms will be for electronic submission. Eligible voting members of TFMA will be sent applicable electronic nomination forms with a due date when such forms must be completed. Eligible voting members who are unable to nominate using the electronic form will receive paper nomination forms upon request, so long as the election deadline for submitting forms has not passed. Paper forms will be subject to the same submission deadlines as electronic nomination forms.

Verifying Candidate Eligibility

The Nominations Committee shall compile the nominations. The Committee will verify that the nominee:

- is eligible for the board seat for which they were nominated,
- is a TFMA full or life member, and
- is willing to serve.

Accept/Decline Nomination

Vetted nominees will be notified of their nomination at the conclusion of the Nomination period. The nominees will be given ten days from initial contact by the Elections Chair to accept or decline their nomination and submit their candidate biography and campaign e-mail. This will allow adequate time to create the various election ballots and conclude the elections process prior to the annual meeting. Notices to nominees must be provided in writing by email and each nominee's name and email address must be verified both at the time of notice and at the time they submit their decision by both the Elections Chair and the Executive Office to ensure the correct person has been contacted.

Candidate acceptance or declination must be documented in writing by email, preferably by the nominee themselves. In the event that the candidate is unable to provide written documentation, the Elections Chair will document the nominee's decision by emailing the information to the Executive Office and copying the candidate.

Each candidate may provide one campaign e-mail to the Executive Office for voter consideration. The Executive Office will send the campaign e-mail to the membership on the candidate's behalf. Additional campaign e-mails to the general membership is prohibited.

Voting Period

Once the nomination period has closed and the nominees have accepted or declined their nominations, the electronic ballots will be sent to the membership and the voting period will begin. The voting period will be open for 14 days.

Ballots

Elections will be held via electronic ballot. Eligible voting members of TFMA will be sent applicable electronic ballots with a due date when such ballots must be completed. Eligible voting members who are unable to vote using the electronic ballot will receive paper ballots upon request, so long as the election deadline for submitting ballots has not passed. Paper ballots will be subject to the same submission deadlines as electronic ballots. Ballots must be submitted via the electronic system or paper ballot (upon request) by a date determined by the Nominations Committee.

Vetting Ballots

The Nominations Committee will vet all ballots to ensure that all votes are valid. Each voter must be an eligible voter and each candidate selected must be an eligible candidate to be counted.

Elections Deadline

Ballots will be accepted if received by the Executive Office by 11:59 pm Central Time on the day of the elections deadline. The electronic ballot will automatically close at this time so no additional entries can be made. In the event that the ballot is inaccessible due to TFMA or our hosting entity's electronic site being inoperable, the elections deadline will be extended accordingly, no less than an additional 24 hours beyond the deadline.

Counting of Ballots

The Nominations Committee shall ensure an accurate count of the votes as soon as possible after the announced close of elections. The Committee will verify that voters are eligible voting members. Candidates receiving a majority of the votes will be elected. If no candidate for a given seat receives a majority, a second balloting, or runoff, will be held between the two candidates receiving the most votes. If more than two candidates are tied a second balloting, or runoff, will be held among those candidates who receive the most votes.

Runoffs and Ties

A runoff election will be necessary in cases where a single candidate does not get the majority of the votes. Electronic ballots will be sent to the membership and the runoff voting period will begin. The runoff voting period will be open for ten days. Ballots must be submitted via the electronic system or paper ballot (upon request) by a date determined by the Nominations Committee. Ballots will be accepted if received by the electronic system or Executive Office by 11:59 pm Central Time on the day of the runoff elections deadline. Where two candidates are tied for a position with an equal number of votes after a runoff election, the winner will be selected by the members of the current Board of Directors.

Announcement of the Election Results

The Nominations Committee shall provide the names of elected Officers and Regional Directors to the President and Executive Director as soon as possible after the counting of votes. As a matter of policy, the vote tallies will not be released to anyone but the Executive Director prior to announcement of the new board by the Elections Chair. The President will announce the newly elected board to the standing board and all candidates whose name appeared on the ballot only at the close of elections. The Elections Chair will announce the newly elected board to the membership at the Awards Luncheon at the annual meeting. The newly elected board will be updated/announced on the TFMA website and in the next newsletter following the conference.

Post-Election Recordkeeping

Nominations and Ballots cast shall be maintained as a matter of record for a minimum of 30 days after the counting of ballots.