

SSSS Nominations and Elections Policies and Procedures

The Nominations Committee will be chaired by the immediate Past-President. The Nominations Chair will serve a two-year term. The committee will be comprised of the Nominations Chair, the current President of SSSS (*ex officio*), and at least three other SSSS members in good standing (selected by the Nominations Chair with input as needed from staff and Board members). The President-Elect may choose to sit on the committee in the year they are scheduled to take office as President.

A call for nominations, including self-nominations, will be sent to all SSSS members in early March with nominations due by the end of the month. Nominations can be submitted using an online form. The Nominations Committee also will generate their list of potential nominees during this time. The committee is strongly encouraged to reach out to the Board of Directors, office staff, and other committees (e.g., Membership, SOGIE, and JEDI) for additional suggestions. Nominations Committee members will contact individuals to gauge their interest in running for office, making it clear that final decisions about which candidates appear on the ballot is determined by the entire Nominations Committee and then the Board of Directors and is based on a variety of factors. Interest in running does not guarantee a spot on the ballot. Whenever possible, efforts will be made to identify multiple appropriate and willing candidates for each position.

Once a list of potential nominees has been developed (ideally by early April), the Nominations Committee will schedule interviews with the nominees. At least two members of the Nominations Committee will meet with each nominee to conduct the interview. All nominees will receive the same interview questions, and interviewers will complete score cards. Interview questions and score card will be approved by the Board of Directors. The Nominations Committee also may request CVs or other materials from the nominees, and they may reach out to others who know or have worked with the nominees for their evaluations. Based on all materials collected, each member of the Nominations Committee will complete a final score card for each nominee. The Nominations Committee will then meet to discuss their top choices. All nominees (including self-nominees) are not required to be included on the ballot,

According to the bylaws, to be included on the ballot, all candidates must be members in good standing; and candidates for President-Elect must also have some prior experience on SSSS Committees or on the Board of Directors. While these are the only requirements for ballot inclusion, the Nominations Committee is encouraged to consider a variety of additional factors when selecting from among a group of nominees:

- Ensure diversity among candidates (including but not limited to racial/ethnic diversity, gender diversity, geographic diversity, age/career stage diversity, etc.).
- All other things being equal, preference should be given to individuals who have been committed members of SSSS (i.e., have maintained their membership for several years).
- Prior committee and Board experience should be considered. For example, for Executive Committee (EC) positions, prior SSSS Board or committee experience is strongly preferred. For Member-at-Large (MaL) positions, prior SSSS committee service is

preferred. For the Student Representative position, prior SSSS committee work or service as a SSSS Ambassador is preferred.

- Avoid uncontested elections when possible to secure the democratic nature of the election process.
- To ensure new voices on the Board, limit individuals serving more than two consecutive elected terms (with the four years as President-Elect and President counting as one elected term) on the Board.

Once the Nominations Committee has approved the list of candidates, the Nominations Chair will present these to Board of Directors for approval (ideally in advance of the Spring Board meeting in late April or early May). The Board report will include the committee's score cards for each nominee to facilitate Board decision making.

The Board votes on whether to approve the nominations slate. If the proposed slate is not approved by the Board of Directors and if more candidates are required as a result, then the Board should provide suggestions for alternative appropriate and willing candidates within 14 days. A new slate will then need to be developed by the Nominations Committee and approved by the Board of Directors, in that order.

After a slate of candidates has been approved, first by the Nominations Committee and then by the Board, any nominees that are *not* chosen to run will be contacted by the Nominations Chair, informing them of the decision. Those individuals will be informed of the option to be nominated by a petition of the membership as guaranteed by the bylaws. The office staff will approach the approved nominees to confirm their willingness to run for office. Nominees will be told at that time whether they are running for a contested or uncontested position. Should the election for a particular position change from contested to uncontested due to individuals withdrawing their names from consideration, the remaining candidate will be informed of the change. Nominees will also be given a copy of the document describing Board duties and responsibilities to aid in their decision-making. Office staff will collect biographical narratives (which should include information such as the number of years the person has been a SSSS member, prior service to SSSS, and relevant experience outside of SSSS) and position statements from each candidate to include on the ballot. Office staff may also request additional optional documents or information such as photos and/or pre-recorded video statements to be placed on the website and/or within the ballot.

An electronic ballot will be sent to all eligible voting members ideally in June or July. All voting members are eligible to vote for the EC and MaL positions. Only student members are eligible to vote for the Student Representative position. Members must log onto the Member Portal to vote ensuring that only members vote and no one can vote more than once. The electronic vote setting will be set to "anonymous", to protect the integrity and privacy of an election vote. The Society staff is not able to determine who voted or how they voted. Members will be told in advance when electronic voting will open and will be alerted again once voting has opened. Voting will be open for a minimum of two weeks, and all members will receive at least two reminders to vote. According to the bylaws, at least 1/10 of the total number of eligible voters (or 10% of all members for the EC and MaL positions and 10% of all student members for the student representative positions) must participate in the election in

order for results to be valid. An electronic report summarizing votes will be generated, and communicated to the Nominations Chair and President. The elected and non-elected candidates will be contacted individually by the President before the election results are announced to the Society membership. Ideally, elected candidates will be contacted no later than early August to allow them time to plan travel to the Board meeting in November.