

2019 ELECTION
RULES, POLICIES AND PROCEDURES
Updated 10 January 2019

1. All rules, policies and procedures must conform to the AOG Bylaws (6 May 2011).
2. AOG Bylaws stipulate that:
 - a. “Elections will be held in the February – March timeframe.”
 - b. “Voting may be conducted by electronic means and/or paper ballot if necessary.”
 - c. “To be counted, ballots must be completed by the date specified by the Board which may not be later than 31 March, or no later than such other date as the Board may specify.”
 - d. “If electronic voting is used, the voting website will be closed at noon Mountain Time” on the final day of balloting.
3. The AOG Board of Directors has determined that, for the 2019 election:
 - a. Survey & Ballot Systems (SBS) has been selected as the contractor and is the same company that conducted the 2007, 2009, 2011, 2013, 2015, and 2017 elections.
 - b. SBS will be designated an agent of the AOG for purposes of this election. To maintain the integrity of the scoring process and confidentiality of each cast ballot, SBS will have the responsibility to maintain confidentiality of each cast ballot. They will have the sole responsibility to view each ballot, and will present a summary of the results of the voting to the AOG Board Secretary.
 - c. The 2019 election period will be from Monday, 4 February 2019, through noon, Mountain Time on Monday, 18 March 2019.
 - d. All members will vote electronically through the election website. Members are encouraged to ensure that they have an email address on file with the AOG. There will not be a paper ballot option. Members must vote through the election website and, if necessary, may request assistance from the AOG.
4. AOG Bylaws stipulate that:
 - a. “A notice of election will be provided to all voting-eligible members.”
 - b. “Candidate names will be arranged randomly on the ballot.”
 - c. Proposed Bylaw changes can only be approved or disapproved by a quorum of members voting. That quorum is defined as at least 25% of the membership. Submitted ballots count toward the quorum if they are completely filled out; partially filled out; or blank. This complies with Colorado state law, Robert’s Rules, and AOG election precedence. For example, Voter A selects two directors and leaves the Bylaw portion of the ballot blank. Voter A’s submitted ballot contributes towards the quorum.
5. Members for whom the AOG has an email address will receive an email notice directing them to a website to vote.
 - a. Members for whom the AOG has only a postal address (or who have opted out of receiving emails from the AOG) will receive a letter directing them to the election website.
 - b. Voting notifications will be mailed/emailed on or about 4 February 2019.
 - c. Any member who has not received a notice by 6 February 2019 should contact Survey and Ballot Systems to request a replacement ballot.
 - d. Failure to receive a ballot will not be a reason to challenge the election.
6. Graduate and voting eligible associate AOG members in good standing as of close of business on 1 December 2018 are eligible to vote. Colorado law stipulates that the eligibility date can be no more than 70 days prior to the date of the election.

7. SBS will consider the member eligible to vote if his/her name appears on the official voter list prepared by the AOG.
8. The voter may cast one vote for each four-year candidate, up to a total of six votes, and one vote for the ballot issue.
 - a. The voter may not cast more than one vote for a single candidate.
 - b. Each voter may cast one (1) to six (6) votes for Directors.
9. SBS will prepare a report and present that report for certification by the Secretary of the Board of Directors. The election will be considered concluded upon certification by the Secretary.
10. Upon certification by the Secretary, the six four-year candidates receiving the highest number of votes will be declared the winners. In case of a tie, the winner will be decided by a random card draw conducted by the Governance Committee on behalf of the candidates, using one suit of cards, ace counted as 14, king as 13, queen as 12, and jack as 11: winners holding the highest card count will be seated.
11. The AOG will make every reasonable effort to adhere to the following election timeline. Any necessary adjustments due to unexpected events will be made by the Governance Committee, implemented under their oversight and will be posted on the AOG website. Time standards below are guidelines only and no substantive rights accrue to any candidate as a result of a failure to meet them.
 - a. Notifications sent on or about 4 February 2019.
 - b. Election website closed, noon Mountain Time, 18 March 2019.
 - c. SBS will, as soon as possible, provide the Executive Vice President with the preliminary results, with any challenges, anomalies, identified.
 - i. The Executive Vice President, or his designated representative, will, if there are any discrepancies, anomalies or challenges:
 1. Confer with the Board Chair, Governance Committee Chair and AOG President and CEO.
 2. If necessary, immediately call a special meeting of the Governance Committee.
 3. Inform the Board Chair and President and CEO of the outcome of any such meeting and deliberations.
 - ii. The Board Secretary will certify the results of the election as soon as possible after 18 March 2019 and will notify the Board.
 - iii. The Board Chair, or her designated representative, will notify all winning candidates via telephone.
 - iv. The Nominating Committee Chair, or his designated representative, will notify all candidates not elected via telephone.
 - v. The President and CEO will, after the Board and all candidates are notified via telephone, place a notice of preliminary election results on the AOG website and will:
 1. Ensure the Official Certification of Election is properly filed with the Board of Directors minutes and posted on the AOG website.
 2. Prepare and mail official letters of notification of the election outcome to each candidate as soon as possible after the Official Certification of the Election by the Board Secretary.
 3. Schedule, prepare and conduct orientation of newly elected Board members.

**2019 ELECTION
CALENDAR
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August 3, 2018	AOG Board Meeting
August – September 2018	ZoomiEnews, 7258’ used to solicit candidates
October 1, 2018	Deadline for Candidate Applications
November 2, 2018	Nominating Committee Finalizes Candidate List
November 9, 2018	AOG Board Meeting <ul style="list-style-type: none">• Nominating Committee submits candidate list• Board reviews and approves/disapproves
December 1, 2018	Voter eligibility cutoff date (must be no more than 70 days before election)
December 6, 2018	AOG prepares voter registration list
December 9-10, 2018	AOG notifies candidates
December 12, 2018	AOG posts candidate information on AOG website
December 17, 2018	AOG uses slate template to deliver candidate names and offices that will appear on the ballot to SBS
January 7, 2019	Candidate list announced
January 2019	AOG, Board work on get-out-the-vote efforts
January 2, 2019	Election Update
January 9, 2019	Election Update
January 11, 2019	AOG delivers voter database to SBS
January 16, 2019	Election Update
January 17, 2019	SBS provides AOG access to electronic ballot for review
January 17, 2019	Electronic Election Forum
January 23, 2019	Election Update
January 29, 2019	AOG gives final approval of SBS web design
January 30, 2019	Election Update
February 4, 2019	Election opens web balloting at noon; special letter mailed
February 6, 2019	Election Update
February 8, 2019	AOG Board Meeting
February 13, 2019	Election Update
February 20 2019	Election Update

February 27, 2019	Election Update
March 6, 2019	Election Update
March 13, 2019	Election Update
March 18, 2019	Election closes at noon, MST
March 20, 2019	SBS Reports Results
March 22, 2019	Board Secretary Certifies Results
March 22, 2019	Directors Notified
March 25-26, 2019	Candidates Notified
March 29, 2019	Elections Results Announced

2019 ELECTION ELIGIBILITY

1. Any graduate member may volunteer to be considered by the Nominating Committee by submitting the required nomination packet to the Vice President by 1 October 2018.
2. Additionally, any graduate member may have his/her name placed on the ballot without review or consideration by the Nominating Committee by submitting the required nomination packet and a petition containing the signatures and AOGID numbers of 25 AOG members. Signatures may all be placed on a single petition form or on individual forms. The required form may be downloaded from the AOG website.
3. The required nomination packet must contain:
 - a. A nomination letter from an AOG member that includes the names of four additional members and their AOGID numbers, or, if applying for consideration by petition, at least 25 Petitions in Support of Nomination. These forms must be downloaded, signed and sent to the candidate for submission with the nomination packet.
 - b. A personal letter from the nominee specifically stating a desire to serve on the Board of Directors and that he/she has the ability to attend in person the specified four meetings a year.
 - c. A full biography or resume for consideration by the Nominating Committee.
 - d. A biography of no more than 100 words for publication in Checkpoints.
 - e. A personal statement of candidacy of no more than 100 words for publication in Checkpoints.
 - f. A recent color photo in hard copy or high-quality (500 dpi) digital (.tif or .jpg) format.
4. Only candidates who have provided the complete nomination packet by the submission deadline will be considered.
5. Candidates will be asked to submit to a background check and will be required to complete a conflict of interest questionnaire.
6. Nomination packets must be received by Steve Simon or Emma Ross by 1 October 2018.