



## **Nominations and Election Policy**

*Approved by the AUTM Board of Directors: July 27, 2016*

*Amended by the AUTM Board of Directors: August 24, 2017*

1. The Leadership Development Committee is a standing committee under the AUTM Bylaws and is chaired by the Immediate Past President/Chair. Its functions are to:
  - a. Verify if job descriptions and requirements for Board positions are up to date;
  - b. Determine the open Board positions and distribute a call for nominations to AUTM members to solicit potential nominees;
  - c. Solicit additional names from the AUTM Board of Directors and Committee members;
  - d. Contact potential nominees to determine their interest in serving on the Board;
  - e. Work with AUTM Staff to gather required documentation and review qualifications of interested candidates to verify that they meet the published requirements for the open Board positions they are seeking;
  - f. Ensure that potential candidates keep us compliant with AUTM bylaws or policies, e.g. Non-U.S. Board member
  - g. Attempt to recommend for nomination qualified, interested and committed individuals for Treasurer and Director positions as they become vacated, and; instruct AUTM staff to include all nominees who meet the criteria to be a candidate for an open Board position to be included as candidates on the ballot for those open Board positions as long as no other individual from their campus is already committed to serving on the board in the coming year.
  
2. An Election Committee will be appointed by the AUTM Chair. The committee will consist of at least three and no more than five AUTM members including the AUTM Chair who will serve as chair of the committee. The Election Committee shall oversee the election process and will make any decisions necessary to ensure a fair and open election. No member of the Leadership Development Committee, including the Immediate Past President/Chair, shall serve on the Election Committee. A candidate for any position will not be eligible to serve on the Leadership Development or Election Committees.
  
3. Candidates for a Board position must abide by the following guidelines when running:
  - a. Campaigning may begin when the candidates' bio and position statements are released to the Membership.
  - b. All candidates will behave in a professional and respectful manner. Any determination of misconduct will be made by the Election Committee.
  - c. No e-group, listserv, discussion group, website, or any electronic communication tool that is owned or managed by AUTM will be used to campaign for a position by a candidate or any AUTM member.
  - d. Candidates may purchase member mailing labels, as per the pricing offered at the time on the AUTM website, to distribute campaign materials.



- e. Candidates will not use the AUTM logo, or any derivation thereof, as part of their campaign.
  - f. If an AUTM event takes place during the approved campaigning time, the Election Committee will determine what, if any, in-person campaigning will be allowed at said event.
4. The AUTM Board is composed of individual AUTM Members, but the AUTM Board must remain impartial. Therefore,
  - a. AUTM Board Members may serve as a private reference for candidate applications submitted to the Leadership Development Committee for AUTM Board elections.
  - b. AUTM Board Members cannot publicly endorse a candidate for the AUTM Board.
  - c. AUTM Board Members are allowed to privately endorse a potential Board Member with the disclaimer that they represent a personal opinion and not the AUTM Board.
5. The Leadership Development Committee, Election Committee and AUTM staff must remain impartial. To that end,
  - a. The Leadership Development Committee members, Election Committee members, and AUTM staff cannot serve as a private reference for candidate applications to the Leadership Development Committee for AUTM Board elections.
  - b. The Leadership Development Committee members, Election Committee members, and AUTM staff cannot endorse publicly or privately a candidate for the AUTM Board.
6. Balloting will be conducted electronically and will be open for at least two weeks.
7. The final ballot tallies and results of the election will be announced to the Membership within five working days of ballot closing.
8. As per the AUTM Bylaws, the candidate receiving a majority of the votes cast when no more than two candidates are running for the same position will be considered elected. The candidate receiving a plurality of the votes cast when more than two candidates are running for the same position will be considered elected unless such candidate causes AUTM to be non-compliant with its bylaws and policies that define the makeup of the board.