

AUTM Policy: Nominations and Election

Initially approved by the ATM Board of Directors on July 27, 2016



This AUTM Policy was amended by the AUTM Board of Directors on the following date(s): May 2017; August 2017, September 2023, May 2025

1. The Leadership Development Committee is a standing committee under the AUTM Bylaws and is chaired by the Immediate Past Chair. Its functions are to:

- a. Ensure that job descriptions and requirements for Board positions are up to date;
- b. Determine which Board positions will be open for nominations and distribute a call for nominations to AUTM members to solicit potential nominees;
- c. Solicit nominations from the AUTM Board of Directors and Committee members;
- d. Attempt to recommend for nomination qualified, interested, and committed individuals for Treasurer and Director positions as they become vacated;
- e. Contact potential nominees to determine their interest in being considered as an official candidate for open positions on the Board;
- f. Work with AUTM staff to gather required documentation and review eligibility and qualifications of interested candidates as described in Section 2 (Eligibility), and;
- g. Work with AUTM staff to ensure that all nominees who meet the criteria to be a candidate for an open Board position are included as candidates on the ballot for those open Board positions.

2. Eligibility: The Leadership Development Committee will ensure Board Member candidates meet the following requirements:

- a. Be a Regular Member or an Emeritus Member in Good Standing at the time of submission of the candidate materials;
- b. Satisfy all published requirements for the open Board position they hope to fill;
- c. Maintain compliance with AUTM bylaws or policies, e.g. Non-U.S. Board member;
- d. For the Treasurer position specifically, no individual running for the Treasurer position can create a situation in which two members sitting on the Executive Committee¹ will (i)

¹ “Executive Committee” is composed of, at a minimum, the Chair, Chair-Elect, Immediate Past Chair, Treasurer, and if authorized by the Board of Directors, the Chair may appoint additional Board of Directors’ members to the Executive Committee on an ad hoc basis.

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be from the same legal entity or (ii) create a potential or perceived conflict due to their Organizational Affiliation²;

e. For the Treasurer position specifically, the Leadership Development Committee must confirm that the candidate meets at least one of the following qualifications:

1. Has demonstrated sufficient financial experience, either through education or occupation (e.g. holds relevant designation, such as a CPA or CMA license, or through a business or financial degree, such as an MBA), or
2. Has sufficient financial experience as approved by the AUTM Executive Committee, as an example, serving as the Chair of the AUTM Finance or AUTM Audit committees.

3. 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 Chair, shall serve on the Election Committee. A candidate for any open Board position will not be eligible to serve on the Leadership Development or Election Committees.

4. 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 will not use the AUTM logo, or any derivation thereof, as part of their campaign.

e. 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. This decision will be communicated to all candidates by AUTM staff.

² "Organizational Affiliation" must be detailed in your application, as well as why your relationship does not create a potential or perceived conflict.