

## **NSS NOMINATIONS AND ELECTIONS COMMITTEES RULES**

(This document last revised June 2019)

1. Any voting member of the Board of Directors is eligible to serve as a voting member of the Nominations Committee or the Elections Committee, but not both. However, no member of the Nominations Committee or the Elections Committee may be nominated for or run for election to the Board of Directors in the relevant election year.

2. The Secretary or the Secretary's delegate shall request volunteers for the Nominations and Elections Committees by July 1st of the year prior to the Board of Directors election. In order to serve as a voting member of a Nominations Committee or Elections Committee for a given election, a Board member must volunteer by delivering a communication of his/her desire to serve to the Secretary or the Secretary's delegate by July 21st of the year prior to the Board of Directors election. No one may volunteer for both Committees.

3. The Nominations and Elections Committees may consist of up to seven voting members. If more than this number volunteer, there shall be an election to select among the volunteers during the month of August in the year prior to the election. In this election, only those voting members of the Board of Directors who are not eligible for re-election may vote to determine who shall serve as voting members on these Committees. Each such Director may vote for a maximum of seven persons for each Committee (but may not vote more than once for a given person). Those volunteers who receive the most votes shall be elected to serve as the voting members of the respective Committee. If there is a relevant tie vote, the winner shall be chosen by random lot.

4. The Nominations Committee and the Elections Committee shall each choose its own Chair.

5. If there is a vote for membership on the Nominations or Elections Committee, it shall be conducted in the following manner:

(a) The Secretary shall call, via email, a teleconference meeting of those voting members of the Board of Directors who are not eligible for re-election for the purpose of voting to select members of the relevant committee or committees. The meeting must be called for

a time and date that is in the month of August and at least 14 days after the Secretary emails notice of the meeting. The Secretary may not email such notice earlier than August 1.

(b) The Secretary or Secretary's delegate, when notifying the Board of Directors of the meeting, shall include (i) a list of the Directors who have volunteered for the relevant committee or committees, (ii) a ballot for eligible Directors to cast a tentative vote for members of the relevant committee or committees, (iii) a note that the tentative vote may be changed at the meeting but will not count unless the Director is in attendance at the meeting, (iv) and a note that in order for a tentative vote to be counted, the ballot must be received by the Secretary or Secretary's delegate at least 48 hours before the meeting is scheduled to begin. The results of the tentative ballots will not be divulged before or during the special meeting.

(c) At the meeting, the Secretary or Secretary's delegate shall: (i) first ask each Director present and eligible to vote who had not submitted a tentative ballot, in alphabetical order, to cast his or her votes, (ii) then ask each other Director who is present and eligible to vote, in alphabetical order, whether that Director wishes to change any of his or her votes, and shall record any changes, and (ii) tally and announce the votes. Within five days after the meeting, the Secretary shall email to all Directors how each Director voted.

(d) The Secretary may determine all aspects of the procedure described in this section (Section 5) which are not covered by this document, the Society's Bylaws, or other documents referred to by title in the Society's Bylaws.

6. Meetings of the Nominations or the Elections Committees may be called by the Committee Chair or by a majority of the Committee. A majority vote is required for the Nominations Committee or the Elections Committee to act.

7. The Nominations Committee shall select its nominees by February 3 of the year of the election. The Nominations Committee cannot complete a nomination of a person until the Committee has (1) determined that the person is willing to accept the nomination and (2) obtained contact information for the person including all of the following: name, address, phone number, and email address. Nominations cannot be made after the deadline

date. The Nominations Committee is urged to nominate one candidate for each position available.

8. The Nominations Committee shall supply contact information for its nominees (including name, address, phone number, and email address) to the Secretary and the Chair of the Elections Committee by February 10.

9. The Executive Committee shall decide by majority vote by February 10 if ballots will be sent in (or with) the Society's primary magazine or be sent in a separate election mailing to all members of the Society eligible to vote. The Executive Committee shall also decide by majority vote by February 10 whether votes shall be cast (1) only by mail or (2) by either mail or online. If the Executive Committee takes no action, the ballots shall be sent in (or with) the Society's primary magazine and votes shall be cast only by mail.

10. It is important that the ballots be sent as soon as possible after the record date to allow the maximum time to reach voters and for votes to be cast. For purposes of this document, the record date is the date that the mailing list for ballots is determined, which in turn defines the population of members eligible to vote in accordance with Article XI Section 3 of the Bylaws. The due date for votes shall be the 70th day after the record date. The Elections Committee shall choose a record date in April or May of an election year such that the mailing date for ballots is as close as feasible to the record date. The due date shall be defined by the Eastern U.S. time zone.

11. The Elections Committee shall, subject to the restrictions stated below, be responsible for all statements concerning the election which appear on or with the ballot. These statements shall include: a ballot, directions concerning how to vote, rules concerning who is eligible to vote, an explanation of what it means to be nominated by petition and by the Nominations Committee, a description of how the Nominations Committee was selected, who its members and Chair were, and a statement of when and how the results will be announced. The Elections Committee shall also have responsibility over candidate statements as detailed in the Society document "Campaign Rules".

12. The ballot itself (1) shall include instructions regarding the maximum number of candidates to vote for and the deadline for returning the ballot, (2) shall list candidates alphabetically, (3) shall not allow block voting

for more than one candidate simultaneously, (4) shall have a "p" next to those candidates who were nominated by petition, an "n" next to those candidates who were nominated by the Nominations Committee, a "pn" next to those candidates who were nominated by both procedures, and an indication of the meaning of these letter designations.

13. The candidate statements accompanying the ballot shall be listed alphabetically. A sentence stating how each candidate was nominated shall be placed at the beginning of each candidate statement. This sentence shall not count as part of the word count of the candidate statement, and shall be worded as follows: "This candidate was nominated by petition" or "This candidate was nominated by the Nominations Committee of the Board of Directors" or "This candidate was nominated by petition and by the Nominations Committee of the Board of Directors".

14. No other material accompanying the ballot shall give any preferential treatment (such as typestyles or other indicators) to any candidate on the basis of how a candidate was nominated, or on any other basis.

15. The Nominations or Elections Committees may delegate all or part of their authority.