

## **ELECTIONS AND OTHER VOTING PROCEDURES**

### **Introduction**

These procedures cover the election of Board members as well as voting on other matters so determined by the bylaws or the Board.

### **A. ELECTION COMMITTEE**

The Board will establish an Election Committee composed of three members -of the Board or other members in good standing- for a full calendar year, but at least within 60 days before the General Meeting of the AFSM members in December of each year or the closing date of the nearest voting event. This Committee will be acting for a period of one year. Its main function is to review the eligibility of candidates, to propose and consult with prospective ones and to organize, run, validate votes and report on actual voting and elections. Similar functions mutatis mutandis will apply for other voting events.

### **B. ELECTIONS**

#### **1. Nominating Candidates for Elections**

Any AFSM member in good standing may nominate any person, including him or herself, for any of the available positions on the Board. The following requirements apply to nominations:

- No member may nominate more than one person for each vacant position, including self-nominations.
- If there are slates of candidates no member's name may appear on the ballot in more than one slate.
- All nominations must be submitted in writing by letter, email or other mechanism approved by the Board. For a nomination to be valid, it must, without exception, be received by the Election Committee no later than the deadline established by the Board. All written nominations must be addressed by post to AFSM, 525 23rd St. NW, Washington DC 20037 USA or electronically to the AFSM email: [afsmpho@gmail.com](mailto:afsmpho@gmail.com).

#### **2. Qualifications for Board Membership**

Individuals meeting the following qualifications are eligible to be nominated to one of the available positions:

- The person must be an AFSM member in good standing.
- The person must express willingness to serve on the Board.
- The person must express willingness to participate in at least 75% of the Board meetings, either in person or virtually.
- The person must reside in the Washington, DC area.

### **3. Accepting a Nomination**

Following receipt of nominations, the election committee will promptly communicate with each nominee (excluding members who nominate themselves) to confirm his/her willingness to be a candidate in writing by sending a letter or another communication acceptable to the Board by the deadline established by the Board. Any nominee whose written acceptance of nomination is not received by the deadline will be considered to have declined the candidacy.

### **4. Campaigning**

Campaign Statements. All candidates will be given the opportunity to submit campaign statements for dissemination to AFSM members with the election notices, through AFSM's Facebook page and to be posted on the Association's website. Guidelines regarding such statements and editorial deadlines will be sent to all accepting candidates, setting a deadline for submitting their statements.

Communication with members. Should candidates wish to communicate with the membership for campaigning, they may use all technological means and be responsible for their contents and costs.

### **5. Voting (Art. 15-16-17 and 18 of the AFSM Bylaws)**

All candidates must be announced 60 days before the voting date. Announcement must be done by email or letter or posted on AFSM's Facebook page or website or other means accepted by the Board.

Members who are entitled to vote may do so in person during the General Meeting, by means of an original signed proxy granted to another member and specific to the event, or by email or other means accepted by the Board. Voting can be done prior to or during the closing date of the vote, but never after.

Each member may cast one vote for every vacant post of the Board, once. Voting more than once will invalidate that vote.

## **6. Vote Counting and Announcement of Results**

The election committee will be responsible for validating and counting the votes and announcing the results.

The announcement of the results must be made during the General Meeting or no later than a day after the closing of any other voting, and posted on AFSM's Facebook page and website.

## **C. VOTING ON OTHER MATTERS**

The Board may call for voting on special or particular matters at any time, either for changes in the bylaws or other matters deemed to merit such a procedure. Members of the Association shall be entitled to vote once on each matter.

### **1. Calling for a Vote**

At least 60 days prior to the voting date, the Board will send a written notice indicating the matter subject to the vote and a detailed explanation of the issues in question, and specifying the time limit for submitting votes.

### **2. Voting**

Members who are entitled to vote may do so in person if it is on the agenda of a meeting, by means of an original signed proxy granted to another member and specific to the event, or by E mail or other means accepted by the Board. Voting can be done prior to or on the date of the vote, but never after.

Each member may cast one vote for every matter. Voting more than once invalidates that vote.

The election committee will be responsible for counting the votes and announcing the results no later than the day after the vote.

### **3. Announcing the Results**

The announcement of the result will be done during the respective meeting, if there is one. In any event, they will always be posted on AFSM's Facebook page and website no more than a day after the vote.