



**ACMP
UNITED KINGDOM
CHAPTER**

ACMP UK Chapter

Board Elections Process

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Notes:

Versions are stated as N.nn where 'N' is an initial final document or major revision, and '.nn' are incremental iterations of the document between major revisions.

The final column indicates the type of change where A indicates the addition of content, M indicates modification of existing content, and D indicates deletion of content.

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BOARD OF DIRECTOR ELECTIONS

- The objective is to ensure that every member of the Chapter is treated fairly, equally and with respect during the entire nomination and election process.

Frequency of Elections

- Following the inaugural Board elections in 2018, staggered elections to the Board will be held every year prior to the Annual General Meeting.

Number of Directors

- The Chapter By-laws indicate that up to sixteen positions can be on the Board each serving two-year staggered terms, and the Immediate Past President.
- The fifteen Directors are: President, Vice-President, Secretary & Operations, Treasurer, and up to eleven Directors with portfolio or district responsibilities, for example: marketing and communications, events, and member relations.
- All Board members are Directors.
- The Officers of the Chapter Board are the President, Vice-President, Secretary & Operations and Treasurer.
- **No member may hold any two positions on the Board simultaneously.**

Election Terms and Term Limits

- The term of Directors begins on 1st August and ends 31st July.
- All Directors shall be elected by the voting members and shall serve until their successors are elected or appointed, or they are no longer able to perform their duties.
- The term of a Board Director is two years.
- Directors will not serve more than two consecutive two-year terms in the same position; however, exceptions may be made by the membership at a Chapter meeting.
- The terms of office for the following positions will commence in odd-numbered years:
 - Vice President
 - Treasurer & Sponsorship
 - At least three and up to six Directors with portfolio (not elected in even years)
- Terms of office for the following positions will commence in even-numbered years:
 - President
 - Secretary & Operations
 - At least three and up to six Directors with portfolio (not elected in odd years)
- The maximum number of years that an individual can be a member of the Board is eight (8) years. To be reelected to the Board, a one-year gap is required.

Candidacy Eligibility

- Candidates for all positions of the Board must:
 - Be members in good standing with ACMP Global and the Chapter.
 - Be a resident of the United Kingdom over the age of 21.

- Have been an ACMP member for at least 12 months (1 consecutive year) by the time of the start of the term for which the Director is nominated.
- Have not been an employee of ACMP during the past three years, nor the spouse, dependent or immediate family member of an employee.
- Not be in a conflict of interest position with respect to ACMP Global and the Chapter.
- Not be an undischarged bankrupt or have committed offences related to fraud.
- No member shall be eligible for the Presidency unless he/she has held a previous term as a Board Director. This requirement may be waived by a unanimous vote of the Board.

Nominations Committee

- Annually, the Board shall appoint a Nominations Committee with due consideration to the members' experience in the affairs of the Chapter and experience with a goal to achieving diversity and balance.
- The Nominations Committee shall consist of at least three voting Chapter members with a minimum of twelve (12) months membership in good standing, who are not seeking election to the Board, one of whom shall be the immediate Past-President (where this individual exists) or the current president (if not up for election) who will serve as the Committee Chair.
- The Board will appoint the chair if there is no immediate Past President who is not seeking election to the board.
- The Nominations Committee will oversee the nomination process on behalf of the Board.
- The Nominations Committee is responsible for ensuring the names of all members who wish to stand for election are considered by the Chapter during elections.
- The responsibilities of the Nominations Committee will be to:
 - Review and update the nominations package prepared by the Secretary.
 - Issue the Call for Nominations (solicit nominations) to the Chapter membership.
 - Accept nominations for each Director position due for election.
 - Ensure nominees have submitted a completed nomination package.
 - Contact each nominee to:
 - Confirm the nomination
 - Answer any questions about the positions, nomination and election process
 - Verify that he/she will stand for election.
 - Nominate all eligible candidates required to fill the vacancies, which exist on the Board of Directors at the time of the call of the election.
 - Finalize the slate of nominees for election.

Call for Nominations

- The Nominations Committee will notify the membership of the pending election and procedures for nominations.

- The Nominations Committee is responsible for calling for nominations to the Board of Directors from among the Chapter membership.
- The Secretary is responsible for preparing a 'Nominations Package' which should contain the following:
 - Board Elections Process (this document)
 - Board of Director Position Descriptions
 - Board of Director Nomination Form
 - Meet Eligibility Self-Declaration Form

Nominations

- Any member of the Chapter entitled to vote may nominate any member for consideration by the Nominating Committee by the date specified in the call for nominations.
- Members in good standing may nominate themselves.
- Nominations must be electronically signed by the nominator and the nominee and submitted to the Nominations Committee by the published deadline.
- Individuals can be nominated for multiple board positions in a single election. If the nominee is successfully elected into a position in the order that the elections are held (see the section below entitled Voting Procedure for the order), all subsequent nominations and applicable votes are null and void.
- A nomination package must be submitted for each position.

Criteria for Selection

- If only one eligible person agrees to stand for a particular Director portfolio, then he or she is elected by acclamation to that position.
- If more than one eligible person is nominated for a position an election will be held.
- If no nominations are received for a position, then the newly elected Board will select and appoint a member who meets the eligibility criteria.

Elections Officer and Scrutineers

- An Elections Officer and two Scrutineers (a Scrutineer and a Deputy) are appointed by the Board of Directors to ensure a fair election process and to prepare and certify the official results of the election.
- The Elections Officer and Scrutineers cannot vote.
- The Elections Officer should be a neutral and unbiased person and is seen to be so by the membership. This individual cannot be a candidate for office and should be familiar with election procedures.
- Neither members of the retiring Board nor members nominated for the incoming Board shall be eligible to serve as Scrutineers.

Member Eligibility to Vote

- ACMP United Kingdom Chapter members who joined on or before the Date of the Call for Nominations Request are eligible to vote.
- ACMP United Kingdom Chapter members must be a member when the election ballots are issued.

Voting Procedure

- Voting will be done over a fourteen consecutive day period.
- Each voting member will receive one ballot on which they will indicate the name of the candidate of choice for each position, or access to vote one time via an online voting system.
- Only the Election Officer, the Scrutineer and Deputy Scrutineer will have access to the online voting system.
- On Voting Start Date all Chapter members will be sent the following:
 - Biographical profiles of the nominees
 - A ballot or access to an online voting system
 - Instructions on how to vote
- Election votes will be reviewed in the following order:
 - President
 - Vice President
 - Treasurer & Sponsorship
 - Secretary & Operations
 - Director of Marketing & Communications
 - Director of Membership
 - Director of Events
 - Director of Professional Development
 - District Directors
- Where a nominee is nominated for more than one position, the votes are considered in the order of the position elected until the nominee is successful. Once the nominee is successfully elected, all subsequent votes are null and void.

Announcement of Election Results

- Both successful and unsuccessful candidates will be notified of the election results by the Elections Officer.
- The election results will be communicated and announced at the Annual General Meeting.

Assume Duties

- Directors will begin transition with the outgoing Board member on the first of the month following their election.
- Directors will assume their duties on August 1st.

Sources of Information

- ACMP UK Chapter By-Laws v1.0, November 2018.
- ACMP Houston Chapter Board Elections Process 2014.