

NOMINATIONS AND ELECTIONS SUB-COMMITTEE OPERATING CODE

I. Name

The name of this structure shall be the Nominations and Elections Sub-Committee of the Member Services Committee, National Association for Kinesiology and Physical Education in Higher Education.

II. Purposes

The purposes of the sub-committee shall be:

- A. To solicit and select nominees for the positions of president-elect, vice president-elect, and executive secretary/treasurer. All affiliates should be contacted for possible candidates.
- B. To choose two nominees for each office following the procedures in the operating code.
- C. To present the names of candidates for office to the membership and to distribute the ballot for the election of officers through postal or electronic mailing.
- D. To count the ballots and inform the president and Board of Directors of the election results.

III. Organization

- A. The Nominations and Elections committee shall be a sub-committee of the Member Services Committee.
- B. The sub-committee shall have equal representation by sex and fair geographic coverage.
- C. The sub-committee shall have a chairperson and five members, all of whom shall be members of NAKPEHE. The past-president is the liaison to the Member Services Committee. Terms of office for each member should be staggered so that there is a continuity of membership and function.
- D. Resignations from the sub-committee shall be presented to the president who shall appoint a successor to complete the unexpired term.
- E. Sub-committee members may be reappointed after completing a term.

IV. Conduct of Business

- A. The Nominations and Elections Sub-Committee shall request nominees for the offices from the membership through an announcement in the *Chronicle of Kinesiology & Physical Education in Higher Education*.
- B. All nominees must be members of the corporation. In order to certify membership the chair will send the list of nominees to the executive director for confirmation. The chairperson of the Nominations and Elections Committee will send a copy of the responsibilities of the office for which they are being nominated along with a letter asking if they are willing to run to all nominees. Nominees who are willing to run will be sent a one-page vita form. All vitae submitted for all offices by nominees must be limited to this page.

- C. All members of the Nominations and Elections Sub-committee will rank each nominee on a scale from one to five with five being the most positive value. The two nominees with the highest totals shall be the candidates for office and shall be placed on the ballot alphabetically.
- D. The ballot, biographical sketches, and instructions for voting will be distributed to the members. The ballot shall be returned or electronically completed within 30 days of the ballot distribution. If ballots are mailed to the membership, completed ballots will be sent to the chairperson of the Nominations and Elections Sub-committee. Technology-based ballots will be processed and the results will be sent to the chairperson of the sub-committee. The election process will be completed by October 15.
- E. The chairperson of the Nominations and Elections Committee will count the ballots, certify the elections results to the Board of Directors and to the committee, and contact the winner as soon as the newly elected person is known. The sub-committee chairperson should contact all the nominees concerning the results and thank them for their willingness to be a candidate. Electronic correspondence by the NAKPEHE president regarding the election results shall be sent to the membership prior to the conference.
- F. The vote of the sitting president will be by mail ballot, retained, unopened, in an envelope and left with the chairperson of the Nominations and Elections Committee. In the event that there is a tie vote, then the tie is broken by the president's vote. This remains confidential (that is, that a tie breaker was needed). If the vote is not needed, the envelope remains closed and is shredded.
- G. The outgoing chairperson will turn over to the new chairperson all the relevant material of the Nominations and Elections Sub-committee.
- H. This code, which should be reviewed annually, may be amended by a majority vote of the sub-committee, subject to approval of the Board of Directors.
- I. A quorum shall consist of a majority of the committee membership including the chairperson.

V. Reports

An annual report of the Nominations and Elections Sub-committee shall be submitted by the chairperson to the chair of the Member Services Committee immediately following the elections.

VI. Financial Support

Expenses of the sub-committee shall be defrayed by NAKPEHE within the limitations of the established budget.

All receipts for expenses must be submitted to the executive director no later than February 1st from the previous fiscal year which ends November 30th.

Revised: (Mitchell, 2007; Gloria Napper-Owen, July 2008; Block 2009)