

Section on Women's Health-APTA Nominating Committee Member

The Nominating and Election Committee searches the membership to develop a slate of nominees for office, and is responsible for the election process. It is a committee of the membership of the Section as outlined in the bylaws. The Committee consists of a chairperson and two 2 additional members and the Past President serves as liaison officer to this committee. The senior member serves as the chairperson and the member with 1 year of tenure serves as the chairperson-elect.

The Section membership elects one committee member every year. The committee members serve a 3-year term. The Nominating and Election Committee Chair is accountable to the Past President who will initially address any concerns regarding performance of duties. The President becomes involved only if necessary.

Responsibilities

- The Committee Chair, or a designated committee member, should attend the Section General Business Meeting at APTA's Combined Sections Meeting to announce the election slate.
- The Committee Chair, or designated representative, may be asked by the BoD, to attend BoD meetings.
- The Committee Chair may call "face-to-face" meetings of the committee at APTA's Combined Sections Meeting or as deemed necessary. Otherwise, functions of the Committee are carried out through tele-conferencing and email correspondence.
- Reports of committee activities shall be prepared by the chair with input from committee members, and presented at BoD meetings and the Section General Business Meeting.
- Bi-annual Action Item updates are submitted to the Executive Office.
- The Committee Chair requests a call for candidates to the Director of Communications and management group liaison for submission as e- blast and website content.
- The Committee Chair develops a slate of candidates for elected offices.
- Candidate statements and consent to serve forms for all candidates are completed and reviewed by May 1 of the year in which the election will occur. The Committee Chair enforces Section guidelines for submission of candidate information to reduce Section liability.
- All candidate statements are provided to the Director of Communications and management group liaison for developing membership communication regarding the upcoming election via e-blast and website posting by June 1 of the year in which the election will occur. Members will be notified that electronic and/or mail balloting is available.
- The Nominating Committee members proofread the election material prepared by Component Services including candidate statements and the ballot and returns edits to Component Services by June 15 of the year in which election will occur.
- The ballot shall be emailed to all Section members and/or be placed in electronic format and send out through Component Management Services. If electronic format is used, members will be provided the option to request a paper ballot should they prefer to submit their vote via paper ballot. The paper ballot request form will be listed on the Elections webpage.
- Printing and mailing or emailing of the ballot with Component Management Services is coordinated.
- A Teller's Report shall be compiled by the committee and forwarded to the President prior to the announcement of the newly elected officers/directors. The report consists of the final elections results.
- Correct names and contact information of new officers are provided to the Component Services Department of APTA within thirty 30 days after the election.
- Nominating Committee members refrain from representing the Section in endorsing or recommending candidates for Section or APTA offices.
- The Nominating Committee Chair submits a proposed budget for the upcoming year to the Section Treasurer by July 15.
- Orientation of the new Nominating and Election Committee Chair shall be done by the outgoing committee chair.