

Policy Approved by the Board of Directors June 21, 2018

California Association of Legal Support Professionals

Officer and Board of Directors Nomination Policy and Procedures For the Manual of Policies and Procedures – THIS IS FOR 2018 ONLY

June 21, 2018

Nominating Committee

The Board of Directors and Officers shall be nominated for election by a Nominating Committee, appointed by the President, no later than July 1, 2018. The Nominating Committee shall consist of the following:

- Two Active Members Not Presently Serving as a Director
- Two Members of Any Membership Category Not Presently Serving as a Director
- One Past President from Within the Last Five Years

The President shall designate the Chair of the Nominating Committee. The members of the Nominating Committee shall not include a candidate for Director, or President, Vice-President, or Secretary/Treasurer.

Nominations

The Nominating Committee shall collect nominations from the entire membership by notification no later than July 10, 2018. The Nominating Committee shall verify eligibility of the nominations received and confirm with those nominees their willingness to serve. Eligible members desiring to serve as an Officer and/or Director, shall submit their willingness to serve and biographical information to the Nominating Committee Chair by August 1, 2018.

Eligibility

Only voting members (Active, Honorary, or Retired), in good standing, are eligible to serve as an Officer and/or Director. No person shall be eligible for election as an Officer or to the Board of Directors unless he/she has been a member in good standing for one (1) year or was admitted at the last annual conference. The voting members shall elect, from its eligible members, the Officers of the association to include the President, Vice-President, and Secretary-Treasurer. In order to be eligible to run for the office of President, one must have been a member in good standing for a minimum of three consecutive years and have served a minimum of two years as an Officer or as a member of the Board of Directors.

Ballots

The Directors and Officers shall be elected by a secret ballot. No vote either by representation or by proxy shall be allowed.

The Nominating Committee shall establish and provide a written ballot with a bio for each candidate, in paper or electronic form, listing the nominees for Officer and Director in alphabetical order to each voting member in good standing by August 20, 2018. To be counted, the ballots returned must be received at the principal office of CALSPro or at such other location set forth in the notice by September 6, 2018.

Election to all seats to the Board of Directors shall be filled in one combined vote. The candidates receiving the most votes will fill the seats in order of their vote total until all seats are filled. If a tie should occur for the last vacancy, only those candidates tied shall participate in a run-off ballot to fill the last seat. Each voting member shall receive one (1) voting ballot for all seats to be filled on the Board. Any ballot containing two or more votes for the same candidate shall be void.

At least two members of the Nominating Committee shall act as inspectors of the election. They shall open the ballot envelopes or inspect the electronic results and count the ballots at a date and time set by the Chair prior to the Annual Business Meeting. The Chair of the Nominating Committee shall report the results to the members during the Annual Business Meeting. The results of the election are to be recorded by nominee name.

Term

Directors shall be elected to one (1) year terms. All officers and directors elected shall hold office from the close of each annual conference until the close of the succeeding annual conference.

Timeline

- July 1st – Nominating Committee and Chair Established
- July 10th – solicitations to serve sent to the membership.
- August 1st – willingness to serve forms and bios due from the membership.
- August 20th - ballots and bios sent to the membership.
- September 6th – ballots due back from the membership.
- Prior to the Annual Business Meeting – ballots counted.
- During Annual Business Meeting – results reported.