
ΣΤΔ
SIGMA TAU DELTA
Election Procedures
[Adopted by the Board of Directors, March 18-19, 1998, Anaheim CA]

FALL SEMESTER PRECEDING ANNUAL SPRING CONVENTION:

The Nominating Committee, in consultation with the society's President and Executive Director, prepares a "**Call for Nominations/Applications**," which includes a list of all positions for which elections will be held, descriptions of the duties of those positions, procedures for applying or submitting a nomination, and a deadline for the receipt of all applications. The Committee will also prepare a standard Application Form, which each candidate must submit in order for his/her application to be complete.

The "Call," along with a copy of the Application form, should be sent to all the chapters with the late winter mail-out (December-January) from the Central Office.

Nominations and Applications should be submitted to the Central Office.

PRE-CONVENTION

When the Central Office receives nominations, the Executive Director (or whomever he designates) writes to the persons nominated and invites their applications.

When the Central Office receives applications, the Executive Director (or whomever he designates) confirms that the applicants meet the qualifications for the positions for which they would like to be candidates.

When the deadline for applications has passed, the Executive Director prepares a packet of information about all the qualified candidates. The information included in this packet should be duplicated from the information provided by the candidates themselves on their applications. These packets will be distributed to registered chapters at the annual convention.

When the Chair of the Nominating Committee knows who is running for national office, he/she invites those individuals to make brief presentations at the business meeting during the convention (when the elections will take place).

The Central Office prepares ballots for the elections at the national convention.

ANNUAL CONVENTION:

Based on the applications received, the Nominating Committee reports a slate of candidates for the approval of the Board of Directors; the slate of candidates approved by the Board is the slate then presented to the members at the business meeting when the elections are held.

Along with the slate of candidates, the Nominating Committee recommends to the Board of Directors specific procedures for the elections at the business meeting (for example, whether to accept additional nominations from the floor during the meeting).

The packets of information on the candidates for national offices (prepared by the Central Office) are distributed, one to each chapter registered and sending an official student delegate to the business meeting. (This might be done at the convention registration desk.)

The Central Office should also provide a few extra packets to distribute at the business meeting itself.

At the business meeting, the election of Regents is conducted in Regional meetings. If a Regent is running for re-election, or if the out-going Regent is not present, the Nominating Committee will provide an individual to conduct the election.

At the business meeting, the President (or whoever is presiding at the meeting) conducts the election for members of the Executive Committee.

Candidates running for office are introduced to the members present and are given the opportunity to make brief presentations (recommended length: not more than five minutes.)

Before the conclusion of the business meeting, the President (or whoever is presiding) will make the results of the elections known to the members at the meeting.)