

# AITP Nominating Committee Chair Handbook

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## **INTRODUCTION**

As Chair of the Association Nominating Committee, you play an essential role in the continued growth and development of the Association. You and your committee are entrusted with the responsibility of identifying qualified candidates that will provide the ongoing leadership for AITP. Their impact will be felt long after your duties as Nominating Committee Chair have been concluded. You and your committee are empowered to recommend only qualified candidates for a given office.

This position demands that certain deadlines be met, in order for the final outcome, i.e., election of Officers and Directors, to occur on schedule. It will require timely and effective communication with the Association President, your committee members, candidates and the Managing Director to ensure that target dates are attained. The detailed process and calendar following are intended to provide the overall structure within which you will fulfill your responsibilities.

Electronic communication capability is essential to the successful completion of this assignment. Utilization of the AITP web site is a key element. Candidates will complete the Nomination Data Sheet and Vision Statement from the web site. The Forum can be the vehicle for members to pose questions for the candidates. You can also use the Forum or List Server to solicit candidates and provide information related to the process.

Finally, you are responsible for modifying this document to reflect changing conditions in the organization, the process and the tools and techniques utilized to provide strong volunteer leaders for AITP.

## ASSOCIATION/DISTRICT NOMINATING PROCESS

The new structure has four voting districts of approximately the same size in terms of numbers of AITP members. This was accomplished by grouping existing and former regions geographically into a Western, Central, Southern and Eastern district. United States individual members and Chapters who do not belong to a Region will be included in the geographic districts in which they reside.

The districts are defined as follows:

Western District:	Regions 1, 2, and 4
Central District:	Regions 5 and 9
Southern District:	Regions 3 and 7
Eastern District:	Regions 11, 13, and 18

1. The Association Nominating Committee will consist of the Chair, appointed by the incoming President and the Chairs of the four District Nominating Committees.
2. Each District will form a District Nominating Committee consisting of two representatives from each Region in that District. The Chair will rotate each year by Region with the lowest numbered Region being first and then in succession (i.e.: Western District would be chaired by Region 1 in 2001, 2 in 2002, 4 in 2003, etc.). Each Region may decide on their own on how to select their representatives (i.e: appointed by Region President, elected by Region Board of Directors, etc.) with the provision that anyone who is a candidate for the Association Board of Directors or Association officer cannot also serve on the Association Nominating Committee.
3. The District Nominating Committees will:
  - a. Recruit and qualify candidates for Board of Director representatives from their District (assuming there is an opening that year).
  - b. Recruit candidates for Association officers.
  - c. Recommend replacement Board of Director members to the Board of Directors for filling vacancies that might occur in the Board of Directors that represents their District. The replacement Board member must be confirmed by the Board of Directors.
4. All nomination paperwork will be submitted electronically according to procedures and timelines established by the Association Nominating Committee. Application forms and required documents and instructions will be available in electronic downloadable form to all AITP members at least 60 days prior to the close of nominations.

Extensions to the deadline may be granted by the Nominating Committee Chair, acting on the vote of the Nominating Committee, but only where it is clear that circumstances external to the candidate prevented on time submission. Extensions for any other reasons, or modifications of any of the submission requirements, may be granted by the Association Board of Directors.

5. The Nominating Committee will validate all candidates and reject those that do not meet the requirements below.
  - a. Board of Director positions are available to ALL members of good standing of the District to which they geographically belong.
  - b. Association officer candidates must have served for at least one year on the Region or Association Board to be qualified and must also be members of good standing.
  - c. Members of any of the Nominating Committees cannot also be a candidate in the year they serve on the Nominating Committee.
  - d. No Board of Director's member can serve more than two CONSECUTIVE two-year terms and no Association officer can serve more than one term CONSECUTIVELY in any one office (i.e. can't be Sec./Treas. for two years in a row).

6. As outlined in Association Bylaws, in the event the Association Nominating Committee proposes a single candidate for each Officer position, the Board of Directors can dispense with the voting by the members and ratify the election of Officers. Also, in the event a district's Nominating Committee proposes a single candidate for their district's Director position, the Board of Directors can dispense with the balloting by that district's members and ratify the election of that district's Director. In these cases steps 7-9 below and the use of the Teller Committee are not required.
7. Each District's ballots would include candidates for their District representatives to the Board of Directors as well as the candidates for Association officer positions. Each District's ballots would be printed on a separate color and mailed FIRST CLASS from HQ to all members of good standing as of June 30<sup>th</sup> (dues are PAID, etc.). Each member will receive only one (1) ballot. Individuals who belong to more than one Chapter will receive a ballot from the District where they pay Association dues. Replacement ballots will be stamped REPLACEMENT and mailed the same way.
8. Ballots will be mailed by HQ to the mailing address used for dues billing and must be signed by the member to be valid.
9. The ballots will be returned to HQ and stored unopened until the official cutoff date. Ballots will then be opened, sorted by District (color) and then alphabetically by member name (watching for replacements, etc.). All duplicate ballots will be removed prior to the tally process. Ballots will be counted, tallied and verified as per the procedure outlined in the Teller Committee section of this handbook.
10. No one can run for more than one position in a given election (i.e. can't run for District Board of Directors representative and Association officer in same year).

## NOMINATING COMMITTEE CALENDAR

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT		RESP	ACTIVITY	EXH
										1.0	<b>NOMINATING COMMITTEE – SELECTION/ACTION</b>		
										1.1	PRES	Appoint Association Nominating Committee Chair (ANCC), to be ratified by the ABOD.	
										1.2	ANCC	Each District will form a District Nominating Committee (DNC) consisting of two representatives from each Region in the District.	A
										1.3	ANCC	Association Nominating Committee Chair will contact Region Presidents to confirm the Chairs from the four District Nominating Committees.	
										1.4	ANCC	Distribute Nominating Committee contact information (mail, phone, email, etc.) to Nominating Committee, ABOD, and HQ Staff.	
										1.5	ANC	Finalize content/format of Nominating Data Sheet and Vision Statement.	
										1.6	HQ	Arrange for Nominating Data Sheet and Vision Statement to be included on AITP web site.	
										1.7	HQ	Distribute “package” for all candidates to Nominating Committee for their review.	
										1.8	ANC	Verify all candidates meet eligibility requirements.	
										1.9	ANCC	Advise ABOD of qualified slate of candidates.	
										1.10	ANCC	Advise candidates (individually) of their qualifications.	B
										2.0	<b>CANDIDATE SOLICITATION/PUBLICITY</b>		
										2.1	ANCC/HQ	Develop nomination announcement, for inclusion in May/June Info Executive.	
										2.2	DNC	Recruit candidates for ABOD representatives from their District.	
										2.3	DNC	Recruit candidates for Association officer representatives from their District.	
										2.4	ANCC/HQ	Finalize deadline for submission of all components of candidate “package”.	
										2.5	HQ	Acknowledge receipt of candidate photo and supporting letters as received.	
										3.0	<b>CANDIDATE FINALIZATION/PUBLICITY</b>		
										3.1	HQ	Include candidate photo, Nomination Data Sheet and Vision Statement in August/September Info Executive and on Web site.	

## NOMINATING COMMITTEE CALENDAR

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	RESP	ACTIVITY	EXH	
										3.2	ANCC	Advise membership (via web site, etc.) of availability of candidate information, and encourage submission of questions from the general membership.	
										3.3	ANCC/HQ	HQ will supply either Chapter Liaison or appropriate Members contact information (i.e. mailing labels) to each candidate upon request. This request will be made using Candidate Mailing Form.	C
										<b>4.0</b>	<b>BALLOT DISTRIBUTION/PROCESSING</b>		
										4.1	HQ	Prepare master list of members of good standing as of June 30, who will receive ballots by District.	
										4.2	HQ	Prepare and mail ballots. Ballots will include information to visit AITP website for candidate information.	
										4.3	HQ	As ballots are returned, file unopened until Teller Committee deadline.	
										4.4	HQ	If replacement ballots are requested/required, they should be identified differently than the original ballot.	
										4.5	HQ	Teller Committee will count ballots as outlined in this handbook.	
										4.6	HQ	When the counting of ballots is completed, provide the results to the President, who will notify the Association Nominating Committee Chair.	D, E
										4.7	ANCC	Notify ALL candidates (successful/unsuccessful) of the results, via a personal phone call. (Notify the President when all candidates have been contacted) .	
										4.8	ANCC	Notify the ABOD of election results.	
										4.9	ANCC	Notify the Association Nominating Committee.	
										<b>5.0</b>	<b>ADMINISTRATION/REPORTING</b>		
										5.1	ANCC	Prepare status report for ABOD summer meeting.	
										5.2	ANCC	Prepare status report for ABOD October meeting/Annual Report.	



## **TELLER COMMITTEE INSTRUCTIONS FOR PROCESSING BALLOTS**

The Managing Director will chair and schedule the Teller Committee to process ballots no later than two weeks prior to the Annual Meeting. The Teller Committee will count and validate ballots as described below.

As ballots are received at HQ, they will be left unopened until the day of the ballot submission deadline. All ballots received by the deadline will be counted in the Teller Process. All ballots received after the deadline will be marked "Late Ballots" and stored un-opened.

The Teller Committee will begin processing the ballots received by the deadline on the day following the deadline, as follows:

- a. Envelopes will be counted to obtain an official ballot count.
- b. Envelopes will be opened and ballots removed.
- c. Ballots will be sorted by District and then in alphabetic order by member last name. Ballots will be checked to ensure the signature at the bottom matches the printed name at the top. **BALLOTS WITHOUT SIGNATURES WILL BE DECLARED VOID.**
- d. Ballots will be checked for duplicates. All duplicate ballots will be considered void.
- e. Valid and void ballots will be counted and reconciled to the official final count from Step a. above.

On the day of ballot processing, one (1) batch of ballots will be assigned to each teller. The tellers will count and record on separate tally sheets the votes for each office. In the interest of confidentiality, after ballots have been counted and recorded by the individual tellers, the Managing Director will summarize the totals from the tellers tally sheets onto a single master tally sheet. The "Tellers Ballot Tally Sheet" (Exhibit D) and the "Ballot Master Tally Sheet" (Exhibit E) are attached as samples of documents that can be used to record votes.

There will be an automatic recount for any office where the margin of the winning candidate is less than 50 ballots. This recount will only include the office where the margin is less than 50 ballots separating the winning candidate from the second place candidate. Tellers will not handle the same batch in the recount. In the event of a tie for any office, ballots for that office only will be recounted and recorded a second time. Tellers will not handle the same batch twice. If the tie is not broken in the second round of counting, then a third recount takes place, and if a tie still exists, then the ABOD votes electronically to break the tie with the President voting to break any tie that occurs in the ABOD vote.

As soon as outright winners for all offices can be determined, the Managing Director will forward the results to the Association Nominating Committee Chair. Details of the communications sequence are found in Section 4.6 through 4.9 (Ballot Distribution/Processing) of the Nominating Committee Calendar.

# ASSOCIATION OF INFORMATION TECHNOLOGY PROFESSIONALS

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Region President

**Subject: Association Nominating Committee**

It is time to start our process to elect Officers/Directors of the Association. I have been appointed Chair of the Association Nominating Committee. Now, here is where I need your help. We need a representative from each District to serve on our Association Nominating Committee.

The District Nominating Committee Chair rotates each year by Region with the lowest numbered Region being first and then in succession. The only proviso is the representative cannot be a candidate for the Association Board of Directors or Association officer. Your region will represent the District this year.

Please verify to me by February 28 that you will be your District Nominating Committee Chair.

Thanks for your support.

{ Chair's Name }  
Association Nominating Committee Chair

cc: All District Region Presidents

To: Successful Candidates  
cc: ABOD  
cc: Association Nominating Committee  
cc: Managing Director

Dear \_\_\_\_\_:

The Association Nominating Committee has reviewed your qualifications for the office of \_\_\_\_\_. I am pleased to tell you that the Committee has approved your qualifications for \_\_\_\_\_. I want to wish you good luck in the election process.

{ Chair's Name }  
Association Nominating Committee Chair

To: Unsuccessful Candidates  
cc: ABOD  
cc: Association Nominating Committee  
cc: Managing Director

Dear \_\_\_\_\_:

The Association Nominating Committee has reviewed your qualifications for the office of \_\_\_\_\_. I am sorry to inform you that you do not meet the minimum qualifications outlined for this position.

{ Chair's Name }  
Association Nominating Committee Chair

### CANDIDATE MAILING LABEL PROCEDURE

This procedure is intended to allow candidates to get one set of mailing labels to be used in their campaign. The labels will be provided to the candidate at no cost. Candidates will be allowed to only get the appropriate labels for the office they are running for (i.e. Eastern District Candidate will get only Eastern District members). The labels will be used for the sole purpose of the candidates campaign promotion.

To order campaign labels, fill out the form below and mail or fax completed form to the membership department as follows:

<u>MAIL TO:</u>	<u>FAX TO:</u>
AITP Membership Department	AITP Membership Department
401 North Michigan Avenue, Suite 2400	(312) 527-6636
Chicago, IL 60611-4267	

For planning purposes, allow five (5) days for processing and one (1) week for delivery. Faster shipping (FedEx, UPS, etc.) can be accommodated at requestor's expense.

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### CANDIDATE MAILING FORM

This form must be completed in full and signed before mailing label preparation will begin.

Office Running for: \_\_\_\_\_

Please check (x) labels requested based on office you are running for:

**ASSOCIATION OFFICER**

**DISTRICT BOARD MEMBER**

\_\_\_\_\_ All Association Members  
 \_\_\_\_\_ All Association Chapter  
 Liaisons

\_\_\_\_\_ Western District  
 \_\_\_\_\_ Central District  
 \_\_\_\_\_ Southern District  
 \_\_\_\_\_ Eastern District  
 \_\_\_\_\_ Appropriate District  
 Chapter Liaisons

Specify Order: \_\_\_\_\_Alpha \_\_\_\_\_ Zip Code

Requested By: \_\_\_\_\_  
Candidate's Signature

*Labels are to be used for a single election mailing and are not to be re-used for any other purpose.*



**AITP ELECTION  
BALLOT MASTER TALLY SHEET**

For the Office of \_\_\_\_\_

	<b>T1</b>	<b>T2</b>	<b>T3</b>	<b>T4</b>
_____ (Candidate's Name)	_____	_____	_____	_____
2 <sup>nd</sup> Round	_____	_____	_____	_____
3 <sup>rd</sup> Round	_____	_____	_____	_____
4 <sup>th</sup> Round	_____	_____	_____	_____
_____ (Candidate's Name)	_____	_____	_____	_____
2 <sup>nd</sup> Round	_____	_____	_____	_____
3 <sup>rd</sup> Round	_____	_____	_____	_____
4 <sup>th</sup> Round	_____	_____	_____	_____
<b>WRITE-IN CANDIDATES:</b>				
_____ (Candidate's Name)	_____	_____	_____	_____
2 <sup>nd</sup> Round	_____	_____	_____	_____
3 <sup>rd</sup> Round	_____	_____	_____	_____
4 <sup>th</sup> Round	_____	_____	_____	_____
_____ (Candidate's Name)	_____	_____	_____	_____
2 <sup>nd</sup> Round	_____	_____	_____	_____
3 <sup>rd</sup> Round	_____	_____	_____	_____
4 <sup>th</sup> Round	_____	_____	_____	_____
_____ (Candidate's Name)	_____	_____	_____	_____
2 <sup>nd</sup> Round	_____	_____	_____	_____
3 <sup>rd</sup> Round	_____	_____	_____	_____
4 <sup>th</sup> Round	_____	_____	_____	_____
_____ (Candidate's Name)	_____	_____	_____	_____
2 <sup>nd</sup> Round	_____	_____	_____	_____
3 <sup>rd</sup> Round	_____	_____	_____	_____
4 <sup>th</sup> Round	_____	_____	_____	_____