

# **UNAVCO, Inc. Election Procedures**

As approved by the UNAVCO Board of Directors at their 23 October 2003 Meeting  
And amended in February 2004 (deleting language that specified that candidates be separated by type on the ballot).

## **Preamble**

This document establishes procedures and highlights relevant aspects of the UNAVCO, Inc. By-Laws. This document in no way alters or supercedes the UNAVCO, Inc. By-Laws and in all cases the UNAVCO, Inc. By-Laws take precedence over suggested procedures contained in this document.

## **Nominating Committee Election**

The current Nominating Committee will select eight or more candidates for the following year's Nominating Committee. There should be at most 2 candidates from the current Nominating Committee. No individual can serve on the Nominating Committee for more than 2 consecutive years.

Nominating Committee ballot should list all names in alphabetical order. Members should be instructed to vote for four candidates for the Nominating Committee. The four individuals receiving the most votes will constitute the Nominating Committee for the following year. Within 30 days after the election, the new Nominating Committee should elect a Chair and inform UNAVCO staff.

## **Qualifications**

Institutional directors – must be affiliated, as an employee or otherwise, with a Member Institution at the time of election. i.e. on the day of the election, the institution must be a member; and on the day of the election, the individual must be affiliated with the institution.

Directors-At-Large may not be Member Representatives. But all other individuals are eligible to be Directors-At-Large. i.e. affiliated with Member Institutions (but not the Member Representative), affiliated with Associate Members, or not affiliated with a Member or Associate Member.

## **Timing**

Annual meeting must occur in second quarter of year or as designated by the Board of Directors.

Notice of meeting must be given to Members not less than 30 days before and not more than 60 days before date of meeting. Notice may be mail, email, fax, or hand delivery.

President and Board Chair will establish a “record date” for eligibility to vote at the Annual meeting. The record date will be at least 30 days prior to the meeting date. UNAVCO will prepare a list of Members entitled to vote at Annual Meeting. List shall

show address of each Member and be made available for inspection. This list will be certified by the UNAVCO Secretary.

## **Directors Election**

Six months before the Annual Meeting, Nominating Committee should assemble a list of potential candidates. These candidates should be contacted to ascertain their willingness to serve.

The final list of candidates, those that have agreed to run, should (should, not must) include at least two eligible Member Representatives for each open Institutional Director slot and at least two eligible non-Member Representatives for each At-Large Director slot.

Those willing to serve should submit a Statement and one page biography. This statement and biography should be received two months before the Annual Meeting.

At least 30 days before the Annual Meeting, these statements and biographies shall be posted on the web and notification of the URL communicated to all Members.

During the Annual Meeting, if all candidates for Board positions are present, candidates may be given 2 minutes each to make a statement. If not all candidates are present, no candidate statements will be allowed.

Institutional Director seats will go to the Institutional-Director candidates receiving the highest number of votes.

At-Large Director seats will go to the At-Large-Director candidates receiving the highest number of votes.

## **Guidelines for Candidates**

- 1) Candidates must be willing to make a commitment to attend Board meetings. A very heavy travel schedule, heavy teaching load or other obligation that makes Board meeting attendance very difficult is not consistent with the obligations of a Board member. The Board formally meets in person every 4 months (nominally February, June, and October), with travel expenses covered, and the Board also conducts meetings by teleconference as needed.
- 2) Candidates must be willing to serve; not only by attending Board meetings, but also by taking on related Board member tasks, serving on subcommittees, serving as an Officer (Chair, Vice-chair, Secretary, or Treasurer) and performing "other duties as assigned".
- 3) Candidates must be interested in promoting UNAVCO and making it work better for the community as a whole. This does not mean that candidates have to like everything about UNAVCO. It means that candidates should be interested in improving UNAVCO.

4) Candidates must be legally able to serve. Candidates should insure that their employer does not object to their serving on the Board of Directors of UNAVCO, Inc. The members of the UNAVCO Board of Directors now have legal obligations that were not present when UNAVCO had a steering committee.

5) Candidates must be willing to disclose all other activities and obligations that may present a conflict of interest with their duties as UNAVCO Board members and to recuse themselves when conflicts arise.

6) Candidates should be informed of the date of the next Annual Board meeting, particularly if it will occur within 30 days after the election.