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.