

## **ARNOVA Theories, Issues, and Boundaries Section Nominations Committee Procedure Statement**

This statement describes the procedures and process of Nominations Committee in meeting its assigned responsibilities. The Statement is intended to add to TIBS' institutional memory and to provide guidance for future activities of the Committee.

The Secretary of TIBS also serves as the chair of the Nominations Committee.

In August, the chair recruits two to four additional committee members, seeking members who have been participative in TIBS meetings or events in past years. The minutes of the meetings aid the process. Through email consultation, the Committee discusses any issues, such as timing, number of candidates, or election process, related to that year's election.

In September, the Committee sends an email to all TIBS members describing the positions that will be open for election in the fall and asks for nominees. The chair has drafted that email in the past and included a request that members contact the committee if they might, themselves, be willing to serve in one of the open positions. If the TIBS chair is sending an email to members, about the conference program for example, the call for nominations might also be included in the TIBS chair's email. At this time, the Nominations Committee chair also contacts each of the incumbents about running again for the same position or one of the other open positions.

In the past there have been adequate nominations, including volunteers, so that active recruitment has not been needed to fill the slots.

In October, bios and photos are gathered from the candidates and a ballot is prepared. The Nominations Committee chair has done this in the past and has used [surveymonkey.com](https://www.surveymonkey.com) to prepare and manage the ballot.

Two weeks before the conference, an email is sent to all TIBS members with the bios and photos of the candidates and a link to the electronic ballot. About three reminders are sent subsequently urging members to vote.

To capture the history:

In 2005, the first year that officers were elected, a slate with one officer for each position was presented and approved at the Members Meeting. Members requested that in the future multiple candidates be offered for positions and that the balloting be electronic, when possible. The consensus was that having multiple candidates would encourage wider participation and that electronic balloting would enable members to vote even if they could not attend the Members Meeting.

In 2006, a ballot was prepared with multiple candidates for two of the three open positions. Balloting was electronic and closed the day before the conference. The

Members Meeting was held on the first day of the conference that year. The participation rate in the voting was 27%.

In 2007, balloting was electronic and multiple candidates were presented for two of the four open positions. The ballot stayed open during part of the conference, until the day before the Members Meeting, which was the final day of the conference this year. The participation rate in the voting was 38%. All votes were cast before the conference began.

The Committee needs to inform candidates of the election results before they are announced at the Members Meeting.

At the end of the Nominations Committee's annual work, it provides the Executive Committee with a list of all individuals who have identified themselves as willing to contribute to the work of the Section, so that they can be subsequently recruited to various Standing and Ad Hoc committees.

Prepared by Peg Hall, Nominations Committee chair  
November 2007