

Section Election Procedure

According to the *Policy Concerning Sections*, each section of the American Academy of Neurology (“Academy”) will have one Chair and one Vice Chair, who are required to be Academy members. The Chair will be elected for one two-year term, and may be re-elected for additional two-year terms, but at no time may they serve more than two terms consecutively in the same role (i.e., after two consecutive terms the Chair may not be re-elected as Chair for at least two years). The Vice Chair will be elected for one two-year term, and may be re-elected for additional two-year terms, but at no time may they serve more than two terms consecutively in the same role (i.e., after two consecutive terms the Vice Chair may not be re-elected as Vice Chair for at least two years). The Vice Chair will not succeed automatically to the Chair position at the end of the Chair’s term.

The following is the Election Procedure for all sections:

1. The call for nominations for available offices (Chair and/or Vice Chair) will be submitted to the Section membership via email from Member Relations Staff (sections@aan.com) in December, prior to the year's elections. (e.g. December 2015 for 2016 elections). A "call for nominations" email will include nomination instructions, a job description, time commitment, and a list of ongoing Section projects, if applicable.
2. Nominations for Chair and/or Vice Chair may be submitted by email to Member Relations by a deadline date TBD by AAN staff. The deadline may be extended by the then-current Section Chair if no nominations are received.
3. Section members may nominate other Section members or self-nominate (nominees are required to be Academy members).
4. Section members must nominate only one individual per each available office, and may only self-nominate for one office position.
5. All nominees received will be contacted by the Member Relations staff and asked if they accept the nomination. All nominees accepting the nomination will be placed on the ballot.
6. All candidates must submit a Candidate Statement and Bio to Member Relations Staff. The Candidate Statement should include why the member wants to serve as Chair or Vice Chair, the member’s goals while serving as Chair or Vice Chair, and skills, abilities, and experience of the member relevant to service as Chair or Vice Chair. The word limits for the Candidate Statement and bio are 250 words each. The Candidate Statement and short Bio will be distributed to the Section’s membership by Member Relations in an email ballot.
7. Elections will be held via email using a templated ballot/response system. Deadlines will be given in each email.
8. Any member of the Section who is also an Academy member is eligible to vote.
9. The Member Relations staff will submit the ballot to each Section member who is eligible to vote via email at the Section member’s email address on file with the AAN. The ballot email will state that votes may be submitted via the survey response until a deadline TBD each year. Approximately 3 weeks will be given for voting to occur.
10. Each Section member who is eligible to vote may vote for one individual for each available office of the candidates listed.

11. If both office positions are on the ballot, Section members may submit a vote for both positions or for only one of the positions (e.g., a Section member may vote for one individual for Chair, but not submit a vote for Vice Chair).
12. Write-ins are not acceptable and will invalidate the ballot. An electronic ballot may not allow for write-ins.
13. The candidate for Chair receiving the most votes from the responding Section members will be elected Chair. The candidate for Vice Chair receiving the most votes from the responding Section members will be elected Vice Chair.
14. Candidates who are uncontested for an available office will be deemed “elected” without conducting an email vote. Section members will be notified of the “winners” in uncontested races.
15. Member Relations staff will send a reminder one to two weeks prior to the vote period ending all voting Section members. Reminders may not be sent for uncontested elections.
16. The last day to email a completed ballot will be approximately one month prior to Annual Meeting. Results will then be tabulated by Member Relations staff and announced via email prior to Annual Meeting to allow all section members to be notified.
17. If there is a tie, the Section’s staff liaison will re-submit the ballot via email to all Section members who are eligible to vote and request a re-vote on the candidates who tied within a timeline designated by the staff liaison. If after the re-vote the tie remains, the then current Chair will make the determination.
18. Results may be presented in-person at the annual meeting, at the discretion of the current Chair and Vice Chair.

Approved by Sections Subcommittee January 2016