

Nominations for Elected Positions

Purpose: To describe the timeline to prepare nominations and verify eligibility for chapter elections pursuant to APIC Sierra Bylaws Article VII, Section 2.

Scope: Nominating Committee members to prepare and conduct elections for APIC Sierra #44.

Procedure:

1. The Nominating Committee will determine, per APIC Sierra Bylaws, which offices are open for election for the next calendar year.
2. The Nominating Committee will submit the open positions for review to the Board during in the second quarter of the current calendar year.
3. The Nominating Committee members shall lobby for candidates for the approved open positions during the third quarter of the current calendar year. Candidates will submit a Willingness-to-Serve document and their APIC membership number.
4. The Nominating Committee shall send the list of names of those being considered for nomination of open positions to the Membership Secretary for confirmation of membership in good standing during the third quarter of the current calendar year. It will be the Membership Secretary's responsibility to monitor the continued membership of the Officers during their term of office.
5. The Nominating Committee shall submit a list of candidates in good standing to the Board meeting for approval during the third quarter of the current calendar year.
6. The slate of approved candidates will be posted for electronic voting or by email or other approved method for printed ballot during the month of October.
7. The Nominating Committee shall send out notifications to the winners via email.
8. Results of voting will be forwarded to the Board and membership in the fourth quarter of the current calendar year.

Policy Reviewed and Approved by APIC Sierra Board	Dates
New (N), Reviewed and Revised (R/R), Reviewed only (R)	1/20/12 (N), 3-16-18 (R/R), 12/5/19 (R), 03/15/2024 (R/R)