

Nominations and Election Policy	<i>Approved by the AUTM Board of Directors: July 27, 2016</i>
	<i>Amended by the AUTM Board of Directors:</i>

1. The Leadership Development Committee is a standing committee under the AUTM Bylaws and is chaired by the Immediate Past President. Its functions are to:
 - a. Verify if job descriptions and requirements for Board positions are up to date;
 - b. Determine the open Board positions and distribute a call for nominations to AUTM members to solicit potential nominees;
 - c. Solicit additional names from the AUTM Board of Directors and Committee members;
 - d. Contact potential nominees to determine their interest in serving on the Board;
 - e. Work with AUTM Staff to gather required documentation and review qualifications of interested candidates to verify that they meet the published requirements for the open Board positions they are seeking;
 - f. Ensure that potential candidates do not make us non-compliant with AUTM bylaws or policies;
 - g. Attempt to recommend for nomination at least two qualified, interested and committed individuals for President-elect, and as positions become vacated, for the Treasurer and At-Large Non-U.S. positions to the Board of Directors, and;
 - h. Instruct AUTM staff to include all nominees who meet the criteria to be a candidate for an open At-Large Board position to be included as candidates on the slate for those open At-Large Board positions as long as no other individual from their campus is already committed to serving on the board in the coming year.

2. According to the AUTM Bylaws, the Board will select, by majority vote, one candidate for each open Officer position (President-Elect and Treasurer) for placement on the slate of nominations.

3. Any AUTM member may petition to run against a slated candidate for the President-elect or Treasurer position if they meet the requirements for that position. After the initial slate is announced, members will have 30 days to submit a petition to run against a slated candidate. A petition will consist of at least 25 signatures from AUTM members, with no more than three (3) signatures coming from the same campus. An email originating from an AUTM member's email address supporting the petitioner's candidacy qualifies as a signature. The petitioner's bio and position statement must be submitted along with the 25 signatures.

4. The Leadership Development Committee will review submissions from petitioners and add all qualified petitioners to the ballot. Bios and position statements for the petitioning candidates will be distributed to the membership at least one week prior to the start of voting.

5. In the event there is an election with more than one candidate for a particular position, an Election Committee will be appointed by the AUTM President. The committee will consist of at least three and no more than five AUTM members including the AUTM President who will serve as chair. The Election Committee shall oversee the election process and will make any decisions necessary to ensure a fair and open election. No member of the Leadership Development Committee, including the Immediate Past President, shall serve on the Election Committee. A candidate for any position will not be eligible to serve on the Leadership Development or Election Committees.
6. Candidates for a Board position must abide by the following guidelines when running:
 - a. Campaigning may begin when the candidates' bios and position statements are released to the Membership.
 - b. All candidates will behave in a professional and respectful manner. Any determination of misconduct will be made by the Election Committee.
 - c. No e-group, listserv, discussion group, website, or any electronic communication tool that is owned or managed by AUTM will be used to campaign for a position by a candidate or any AUTM member.
 - d. Candidates may purchase member mailing labels, as per the pricing offered at the time on the AUTM website, to distribute campaign materials.
 - e. Candidates will not use the AUTM logo, or any derivation thereof, as part of their campaign.
 - f. If an AUTM event takes place during the approved campaigning time, the Election Committee will determine what, if any, in-person campaigning will be allowed at said event.
7. The AUTM Board is composed of individual AUTM Members, but the AUTM Board must remain impartial. Therefore,
 - a. AUTM Board Members may serve as a private reference for candidate applications submitted to the Leadership Development Committee for AUTM Board elections.
 - b. AUTM Board Members cannot publicly endorse a candidate for the AUTM Board.
 - c. AUTM Board Members are allowed to privately endorse a potential Board Member with the disclaimer that they represent a personal opinion and not the AUTM Board.
8. The Leadership Development Committee, Election Committee and AUTM staff must remain impartial. To that end,
 - a. The Leadership Development Committee members, Election Committee members, and AUTM staff cannot serve as a private reference for candidate applications to the Leadership Development Committee for AUTM Board elections.
 - b. The Leadership Development Committee members, Election Committee members, and AUTM staff cannot endorse publicly or privately a candidate for the AUTM Board.

9. Balloting will be conducted electronically and will be open for at least two weeks.
10. The final ballot tallies and results of the election will be announced to the Membership within five working days of ballot closing.
11. As per the AUTM Bylaws, the candidate receiving a majority of the votes cast when no more than two candidates are running for the same position will be considered elected. The candidate receiving a plurality of the votes cast when more than two candidates are running for the same position will be considered elected unless such candidate causes AUTM to be non-compliant with its bylaws and policies that define the makeup of the board.