

Board of Directors Elections Policy

The Board of Directors Elections Policy outlines specific details of the elections process mandated by the ACEC WI Bylaws (Article 9). Any changes to this policy shall be cross-checked with the Bylaws to ensure congruency.

1. Terms for the Board of Directors shall coincide with the administrative/fiscal year of ACEC WI, July 1 – June 30.
2. The Nominating Committee is charged with preparing the slate of candidates.
 - a. The Nominating Committee shall convene annually in the fall.
 - b. The Slate of Candidates is due to the Board of Directors for approval at the FY 3rd Quarter Meeting.
 - c. The Slate of Candidates shall be reported to the membership no later than the first business day in April.
3. Additional Nominations
 - a. Additional nominations may be made in writing with permission of the nominee.
 - b. The additional nominations must include the endorsement of at least ten (10) Member Firm key contacts.
 - c. Additional nomination must be received at ACEC WI no later than the last business day in April.
4. Balloting
 - a. The Nominating Committee shall direct the Chief Operations Officer to prepare ballots.
 - b. The ballot shall:
 - i. Be marked as official ballot.
 - ii. Make no distinction as to the source of the nomination.
 - iii. List the nominee name and firm for each position.
 - iv. Include the firm's voting strength (the current fiscal year index number).
 - v. Provide Instructions for return of the official ballot and the deadline.
 - c. The ballot may be transmitted by mail or email to all the designated key contact at Member Firms entitled to vote no later than the fifth business day in May
 - d. The voting deadline shall be a minimum of 10 business days from the ballot distribution date and no later than the last business day in May.
5. Voting
 - a. Ballots must be received at the ACEC WI office by the posted deadline.
 - b. A Member Firm's vote shall equal the firm's ACEC WI index number.
 - c. Firm votes are confidential.
6. Tabulation
 - a. The Chief Operations Officer and Past Chair, or their alternates, shall tabulate the returns.
 - b. The tabulation shall be recorded for official record:
 - i. Number of ballots returned
 - ii. Voting strength of ballots returned
 - iii. Total Voting Power
 - iv. Voting Strength received for each nominee

- c. Election results shall be reported to the Membership within 15 days following the close of voting.

Adopted by the Board: January 22, 2019