

Appendix IV

Standard Operating Procedure for Nominations/Elections Committee

Formation of Nominations/Elections Committee

The President determines the composition of the Committee and designates a Chair, adhering to the following guidelines:

- The committee will consist of five members and include a mixture of early, mid, and late career ASM members, and with at least one student member.
- Committee members will have been a member of ASM for at least 2 years for students and 5 years for regular members.
- Committee members will serve a two-year term and can serve more than one two-year term.
- At the inception of the Committee, two or three non-student committee members will be asked to serve a second two-year term in order to initiate staggered committee composition.
- The President will seek guidance from the BOD as needed.

Operation of the Nominations/Elections Committee

Solicitation of Nominations 1 January – 1 April

The Committee will develop informational materials to be sent out with the initial solicitation. These will include an explanation of the process, identification of positions to be filled, and instructions on how to nominate.

The nominations process will use a form that can be filled in electronically to include contact information for the nominee, years of membership in ASM, and a maximum 500-word blurb about the nominee's qualifications for position.

Reminders will be sent out on 1 February and 1 March, with a final reminder sent out on 25 March that nominations will be closing 1 April.

If there are no nominations from the membership for a specific position, the Committee will reach out to potential nominees.

Outreach to nominees 1 April - 15 April

Nominees will be asked if they are willing to serve. If yes, they will be required to sign the ASM Code of Conduct. If nominated for more than one position, they will be asked to choose one.

Nominee materials sent by Committee to Recording Secretary by 20 April

Recording Secretary coordinates with ASM Business Office to prepare voting materials (qualifications of nominee, ballots)

ASM Business Office distributes information and ballots electronically and by land mail (when no current email address is available).

Voting conducted 25 April – 15 May

In case of tie, runoff vote for relevant positions 15 May - 1 June