**IALEIA Elections Policy**

Last amended by the Board, December 12, 2019

**Section 1. Authorization.** The election of officers and directors of IALEIA shall occur every two (2) years as stipulated in the IALEIA Bylaws, Article VI.

**Section 2**. **Nominations.** Nominations shall be open for at least fourteen (14) days. Each candidate must be nominated for office by at least one IALEIA Regular member in good standing. All nominees must be a Regular member in good standing for at least two (2) years prior to nomination. Self-nomination is not allowed.

**Section 3**. **Acceptance.** Each nominee must acknowledge acceptance of the nomination on the official nomination form within three (3) days after the close of nominations. A candidate may run for only one office.

**Section 4. Candidates**. Each candidate shall provide the Election Committee Chair a summary of his or her accomplishments in a biographical sketch/platform of no more than 200 words following IALEIA guidelines. If the nominee does not meet the requirements by the deadline, the Chair reserves the right to edit the biographical sketch/platform. Information about a candidate will be limited to this official biograph~~y~~ical sketch/platform. No campaign literature will be permitted, and candidates may not advertise in any IALEIA publications, or the IALEIA website, or any other IALEIA or non IALEIA electronic or printed modalities.

**Section 5. Voting**. The Election Committee Chair shall create the official IALEIA ballot which shall include: the names of a finally compiled list of nominees for all elective offices; candidate biographical sketch/platform in a standardized format for all nominees; and the deadline date for receipt of ballots. No name shall be included on the final ballot without the consent of the proposed nominee. Voting for Officers and Directors shall be open for twenty-one (21) days.

**Section 6. Tabulatin**g **Ballots**. All ballots received by the Election Committee by the stipulated deadline shall be deemed to have been timely cast. Ballots will be kept sealed and under the control of the Election Committee Chair until such time as the committee meets either in person or by electronic communication totabulate the ballots. Those eligible candidates who receive vote pluralities are deemed elected.

**Section 7. Notification of Election Results.** Within five (5) days, the Chair shall notify the Secretary of the results. The Secretary shall: report the results to the Board; notify all the elected candidates of the results within five (5) days; and announce the results to the membership via the IALEIA website.

**Section 8. Ties.** In the event of a tie, within five (5) days, the Chair shall prepare and disseminate a ballot for the runoff election. Candidates must abide by the provisions of Section 4 regarding campaigning. Voting shall be open for five (5) days. Within three (3) days of the close of voting, the Committee shall tabulate the ballots. The Chair shall institute the notification procedures stipulated in Section 7.

**Section 9. Appeals**. If any candidate wishes to request a recount or to appeal the results of a particular office, he or she must submit this request to the Election Committee Chair within seven (7) days of receiving the notification of results. An initial appeal may be made verbally by telephone, but it must be immediately followed up in writing**.** The Committee shall evaluate the appeal and render a decision within three (3) days. The Chair shall institute the notification procedures stipulated in Section 7.

**Section 10. Assuming and Holding Office**. Officers and Directorsshall serve a two-year term andtake their respective offices starting with the first day of July following their election. To continue to hold a position as an officer~~,~~ or as a member of the IALEIA Board of Directors, said person shall maintain current Regular membership in good standing in the Association under Article III, Section 5, Subsection B.