

The Spatz Association Election Process

Operating Guidelines 2016 (Version 1)

This document is based on the 2008 Spatz Association Standard Operating Procedure for Annual Elections. It contains updates which reflect changes adopted ad hoc from 2008 through 2016 as software, personnel, and timelines have changed.

Purpose

Each year The Spatz Association conducts national elections to fill Officer, Director and other key leadership positions (Program Manager, etc.), and to transact any other business that may rise to a vote by the membership. This documents the annual elections process.

Resources

- **"Voting Booth "** - feature on The Association website -- enabled and maintained by Webmaster
- **"Qualified Voter List"** - maintained by National Secretary - provided to Elections Committee as needed
- **"Slate of Qualified Candidates"** - developed by the Election Commissioner and provided to the Webmaster and others for publicity
- **"Election Commissioner"** - the official designated by the President to verse the elections process. This is typically the By-Laws Committee Chair.
- **"Elections Committee"** - a three-person team, led by (and including) the Election Commissioner, to independently oversee the election process and validate the election results.

Overview

In even-numbered years the positions of National President, National Secretary and Board Seats 2, 4, 6, 8 and 10 (non-voting alternate) are elected. In odd-numbered years the positions of National Vice-President, National Treasurer and Board seats 1,3,5,7 and 9 are elected.

Other elective positions, prescribed in our By-Laws, may be elected in any year. Examples of these positions include, Program Manager and By-Laws Committee Chair.

Director and Officer Positions of the Association are neither "ceremonial" nor symbolic" positions; each leader is expected to actively participate in regularly scheduled Association functions. Additionally, each is expected to champion at least one key project or program for The Association annually.

Other matters of Association business may also be included on the ballot for referendum by the entire voting membership.

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The publicity and nomination process is conducted solely on-line; this is the most economical and timely way to conduct our business. The voting process is also conducted on-line through the "Voting Booth" polling feature on The Association's website.

The elections process is publicized in advance and the slate of candidates is built via traditional nomination or by self-application. This has proved to be the most inclusive method of assuring consideration to all those interested in running for office.

The elections process is overseen by an elections committee headed by an Elections Commissioner (typically the By-Laws Committee Chair). The Elections Commissioner certifies and publicizes the results of the elections.

Definitions

"Voting Member" - A member qualified and entitled to vote in the elections and during business meetings of the Association. These include Lifetime Members, current dues paid members, and all recipients of the Gen. Carl A. Spatz Award within the first year of achieving the award.

"Voting Booth" - a special polling feature on the The Association's website. Candidates for election and any referendum items requiring a vote by the membership are listed here. Only registered voters may access the Voting Booth and vote. Votes are automatically tabulated. The Election Commissioner (typically the By-Laws Committee Chair) is responsible for final validation of the results before any general announcement is made.

"Qualified Voter List" -- master list of all Voting Members eligible to vote in the current elections. This is prepared and maintained by the National Secretary with assistance from the National Treasurer.

"Slate of Qualified Candidates" -- master list of candidates running for election, including their qualification statements. Prepared by the Election Commissioner and sent to the Webmaster and others designated for publicity purposes; see timeline, below.

Procedures

Timeline of Key Events

15 April – email to all Spatzten announcing election, candidate nomination and voting processes. Information also posted to website. Deadline for nomination/applications are submitted via email and date/time stamped NLT 2400 14 May Eastern Time.

For 2016: *This will occur with the launch of the new website on 15 June. Deadline for nomination will be 0000 Eastern Time, 15 July 2016.*

15 April and continuing -- voter registration -- wherein Voting Members must ~~register their intent to vote by confirming their Association Website sign on to the Elections Committee~~ ensure they have access to The Association's website and their member profile areas.

Note: This is an administrative change driven by the update of website software. No vote is required.

For 2016: *This will occur as members log into the new website for the first time.*

15 May - nominations are closed and list of candidates is published. ~~List of eligible Voting Members is assembled and confirmed by the Elections Committee and also furnished to the TSA Webmaster; updates to this are on-going through the end of the elections.~~

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Note: This is an administrative change driven by the update of website software. Only paid, current members will have access to the Voting Booth in the member profile area. No vote is required.

For 2016: *This will occur on 16 July.*

22 May – email list of candidates and qualification statements to all Spaatzen. Post list of candidates, qualification statements and any referendum items on website.

For 2016: *This will occur on 16 July.*

1 June – The Webmaster enables the "Voting Booth" feature to registered voters with ballots to be cast on-line until 15 July.

For 2016: *This will occur on 16 July.*

1 August – Election Commissioner finishes authentication of votes and announces winners to Board, establish need for any run-offs, etc. Announcement by President is then made to membership via email and website.

For 2016: *This will occur on 12 August. The compressed timeline is required to support The Association's presentation at the 2016 CAP National Conference in Tennessee.*

No Later Than 1 September – All elected officers, directors, and the Program Manager take their seats. In presidential election years the Bylaws Chair, Editor, and Bylaws Committee Members take office

In the case of runoff elections, the members will take office immediately after election if it occurs after 1 September

Nomination of Candidates

Candidates must be dues-paid members of the Spaatz Association and qualified to hold Association office in every respect.

Director and Officer Positions of the Association are neither "ceremonial" nor "symbolic" positions; each Association leader is expected to actively participate in regularly scheduled Association functions. Additionally, each is expected to champion at least one key project or program for the Association annually.

Proposed Changed and New Language for 2016 (Vote Required): *"Additionally, each Director is expected to champion at least one key initiative for The Association annually, or make a substantial contribution of time or financial resources to The Association's efforts."*

Candidates are slated for election via a "nomination" or "application" process. This method allows the most inclusive means of assuring that all interested candidates are considered.

"Nomination" involves the traditional advancement of a person for consideration by another. Nominations must include the contact information for the nominee and the nominator. If after reasonable attempts to contact the nominee by the Election Commissioner and the nominee has not responded, the nomination will be considered declined. The nominee must accept their nomination by confirming their interest in running for office.

"Nomination by Application" involves the person advancing themselves for consideration by applying for the position they are interested in. Nominations must include the nominee's preferred email, mailing address and telephone number. (Members without an email address should establish one on The Association's website.) It is the nominee's responsibility to check their emails during the election cycle as this is their primary contact mechanism.



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~~Each candidate should provide a statement of qualifications for publication on our website limited to approximately 150 words. This write up should include their name, position sought and a brief resume' of pertinent experience. Personal goals and objectives for making The Spatz Association a premier fraternal and benevolent organization would be a plus.~~

In May 2014, the Board changed the requirements for nomination or application. Effective for the 2014 and all subsequent elections, TWO nominating documents are required:

A resume evidencing the member's qualifications to serve as a Board Member. This is NOT a CAP resume; rather it is an opportunity for the member to present his or her background and qualifications to serve in the capacity of Officer or Director in a fraternal, non-profit organization with financial assets in excess of \$250,000.

A brief statement reflecting the member's vision for The Association, the goals the member desires to pursue during the term, and how he or she will actively pursue those goals as part of the Working Board.

There is a two-page maximum for both documents. Both items listed above should be separate documents in Microsoft Word or Adobe PDF format.

Additionally, a recent head-and-shoulders photograph (in civilian clothes, unless retired from one of the Armed Services or the Civil Air Patrol) to support our new website, along with a 100-word leader biography for the Association Leaders page is required. The photograph should be suitable for publication.

Nominations and applications are submitted via a form on The Association's website. Nominations and applications will automatically be sent to each member of the Election Committee and to the Webmaster (for online formatting).

Only candidates who have provided the complete nomination packet by the submission deadline will be considered.

Candidates working with cadets or finances may be asked to submit to a background check. All candidates may be required to complete a conflict of interest questionnaire.

Voter Registration

~~Each Voting Member must register for each election. This consists of creating a sign on at the TSA Forums and communicating that sign on (not password) to the Elections Committee. This list is verified by the National Treasurer as being dues current and authenticated by the Elections Committee.~~

~~The list of registered voters is sent to the Webmaster who enables their permission to enter the Voting Booth and participate in the election.~~

~~Voter Registration can occur at any time up to the close of the election process. The Webmaster simply needs to be informed who to add as registrations are received.~~

Voter registration is automatic with the new Voting Booth feature on The Association's website. No additional action is required.

Note: This is an administrative change driven by the update of website software. Only paid, current members will have access to the Voting Booth in the member profile area. No vote is required.

Voter Qualification

The National Secretary will develop and maintain a current list of Lifetime and Annual dues-paid members using the automatic membership management system on The Association's website. Only members who are dues current are allowed access to the Voting Booth. No manual voter qualification process is necessary. This may require some

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~~coordination with the National Treasurer to confirm the status of on-line dues payments made via Pay-Pal. The Secretary will furnish a list of eligible voters to the Election Commissioner.~~

~~The Elections Commissioner authenticates those Voting Members who have registered to vote and communicates this list to the TSA Webmaster. NOTE: Voters can continue to qualify and register until the end of the election, so continuous oversight is required to be sure every registered voter is allowed access to the Voting Booth.~~

~~The TSA Webmaster will set up the necessary permissions for registered voting members to access the "Voting Booth" feature of the TSA Forums and for balloting.~~

Note: This is an administrative change driven by the update of website software. Only paid, current members will have access to the Voting Booth in the member profile area. No vote is required.

In the event of problems with the "Voting Booth" the Election Commissioner has the final say in resolution of acceptable voting methods.

Vote Tabulation and Publication

The Webmaster will send the Elections Committee the raw voting report upon completion of the voting period. The Election Commissioner will tabulate all votes, make appropriate adjustments, summarize the totals and present the summarized results to the Election Committee. Election Committee members have 48 hours to agree or dispute the tabulation. After 48 hours, the Election Commissioner will summarize the votes and provide notice to the current President and Secretary of the election results. The president will announce the results to the current Board and then notify all candidates of the results. The Secretary will notify the membership of the results via the website after the candidates have been notified.

Terms/Assumption of Office

New terms will begin after the summer Association meeting (if applicable), or not later than 1 September, whichever comes first. Exiting officers are expected to take the appropriate actions to transfer all office responsibilities (except for running the summer meeting) as soon as possible after the election announcements, and before the assumption of office date. In no event will this be later than 1 September.

Member approvals of the Bylaws Chair, Program Manager and Editor

Upon completion of the biannual Presidential election, the President-elect shall put forward a slate of candidates for the approval by the membership for the three Bylaws Committee Members, Program Manager and Editor. This can be done at the summer meeting or by electronic ballot. These positions will be filled upon approval of the slate by the membership. The current members holding these positions will hold them until replaced by the membership. The President shall appoint the Bylaws chair upon slate approval. If the President fails to appoint new members to these positions by the September 1st deadline for taking office the existing members will continue to hold their office for the remainder of the President's term*. Voting processes will be supervised by the Election Commissioner unless the summer meeting election process is used. These members' terms will take effect 1 September.

*The Program Manager position is nominated by the President to the membership annually according to the Bylaws.

List of Changes

31 March 2008 – Original Document

20 August 2008 – Revisions after 2008 election cycle.

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1 June 2016 – Revisions for 2016 election cycle; new formatting.