

**ACM – POLICY AND PROCEDURES GUIDELINES**

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**POLICY**

Executive Committee (11/10/81)

The Executive Committee approves the document entitled “Policy and Procedures on Nominations and Elections.”

**POLICY AND PROCEDURES ON NOMINATIONS AND ELECTIONS**

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1. INTRODUCTION

Bylaw 3, Section 9 states that:

There shall be a document called the “Policy and Procedures on Nominations and Elections” maintained by the Executive Committee with the advice of the Nominating Committee, the Elections Committee, and the CEO/Executive Director. This document shall set forth, in one place, the relevant sections of the Constitution and Bylaws, the policy set by Council for nominations and elections, and the procedures for implementing this policy. All candidates will be bound by the policy and procedures set forth in this document.

You are now reading the “Policy and Procedures on Nominations and Elections” referenced above. Please note that all candidates are bound by the policy and procedures set forth in this document. Although this document was written specifically to apply to those positions on Council that are filled by election of the general membership or the affected constituency of the membership, many of its principles could be applied to other elections as well.

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The remainder of this document is divided into seven sections. Section 2, the next section, defines membership for the purpose of specifying who is eligible to participate in the elections covered by this document. The third section defines the composition and authority of the Executive Committee and the fourth the composition of Council. These two sections together list all those elected positions that are covered by this document and also indicate which positions are not covered because they are either appointed or elected by a special constituency. Section 5 discusses tenure in office of Council members.

Sections 6, 7, and 8, the three larger concluding sections, contain the policy and procedures on the conduct of nominations and elections.

Quotations from the Constitution and Bylaws are indented throughout. Also, authority is cited for interpretations of the Constitution and Bylaws that have been made by the Council or the Executive Committee and that are provided in this document.

### 2. ACM Membership

The term “Member” as used throughout this document is defined as follows in Article 3, Section 2, of the Constitution:

The terms “Member” and “Member of the Association” appearing without a qualifier shall refer only to members of classes that have voting rights at the Association level.

Article 3, Section 2, defines the classes of membership as follows:

Classes of membership and their qualifications and privileges are defined in the Bylaws. The terms “Member” and “Member of the Association” appearing without a qualifier shall refer only to members of classes that have voting rights at the Association level.

### Bylaw 2, Section 1

*Professional Members.* A candidate for Professional Membership must have a bachelor's degree or equivalent level of education from an accredited educational institution or at least two full-time years of experience in the arts and sciences of information processing or associated fields. Professional Members must subscribe to the purposes of ACM. Professional Members shall have voting rights and the right to hold office in the Association. Each Professional Member shall pay annual dues and receive such publications of the Association as may be determined by an affirmative vote of at least two-thirds of all the members of the Council.

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There shall be a Fellow designation for Professional Members who have distinguished themselves by outstanding technical and professional achievements in the field of information technology. Council shall establish procedures for nomination, selection, and approval of ACM Fellow candidates.

There shall be a Senior Member designation for Members who have demonstrated performance that sets them apart from their peers. Procedures for selection and approval of Senior Member candidates shall be established by Council.

There shall be a Distinguished Member designation for Members who have achieved a significant accomplishment or have made a significant impact in the field of computing, computer science, and/or information technology. Procedures for selection and approval of Distinguished Member candidates shall be established by Council.

### Section 3.

*Institutional Members.* Each institutional member shall pay annual dues and receive such publications of the Association as may be determined by an affirmative vote of at least two-thirds of all the members of the Council. The institutional member shall nominate one person who will be a Member.

### Section 4.

*Student Members.* A candidate for student membership must be registered full time in an accredited four- or two-year educational institution, High School or equivalent. Student members shall not have voting rights or the right to hold office in the Association except as specified in the Bylaws. Student members must subscribe to the purposes of ACM. Each student member shall pay annual dues and receive such publications of the Association as may be determined by an affirmative vote of at least two-thirds of all members of the Council.

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### Section 5.

*Affiliate Members.* Each affiliate member shall pay annual dues to an ACM unit (Special Interest Group (SIG), Chapter, etc.) and receive such publications and privileges as designated by the unit and additional privileges of the Association as may be determined by an affirmative vote of two-thirds of all the members of the Council. Affiliate members must subscribe to the purposes of the ACM unit in which they are members. Affiliate members shall not have voting rights or the right to hold office in the Association except as specified in the Bylaws. Affiliate members shall have voting rights in the ACM unit in which they are members as specified in the Bylaws of the unit.

### 3. COMPOSITION AND AUTHORITY OF THE EXECUTIVE COMMITTEE

Article 5, Section 1 of the Constitution states that:

The Executive Committee shall consist of the President, the Vice-President, the Secretary/Treasurer, the Past President and other members of Council as prescribed by the Bylaws.

The Executive Committee shall be bound by any action taken by the Council or the Association. The Executive Committee shall appoint representatives of the Association for specific purposes, and shall in general manage the affairs of the Association between Council meetings except in those matters for which Council action is required by the Constitution or Bylaws. The President shall call a meeting of or cause questions to be presented to the Executive Committee upon the request of any member of the Committee.

### 4. COUNCIL MEMBERSHIP

Article 6, Section 1, of the Constitution states that membership in Council is as follows:

All Council members are required to be Members of the Association. The Council shall consist of the officers of the Association, the Past President, seven Members-at-Large, and five others as prescribed by the Bylaws of the Association.

Article 4, Section 1, of the Constitution states that the officers are a President, a Vice-President, and a Secretary/Treasurer.

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To summarize, the positions on Council covered by this document include the President, the Vice-President, Secretary/Treasurer, the SGB Council representatives, and the at-large members of Council.

5.      TENURE

Article 8 of the Constitution defines tenure of office as follows:

The President, the Vice-President, and the Secretary/Treasurer, shall hold office through June 30 in the year in which they retire.

The Members-at-Large shall be elected for four-year terms and shall hold office through June 30 of the year in which they retire. Terms of office for other members of Council shall be specified in the bylaws.

If any vacancy arises in an office the Council shall fill it by appointment until the next regular election unless otherwise prescribed by the Bylaws.

Section 2. *Committees.* The terms of office of all committee chairmen and members of Committees of the Association except as otherwise provided in these Constitution and Bylaws shall be determined by the President and may be terminated at any time by the President.

Section 3. *Recall.* Any elected member of the Council may be recalled by vote of the Members following an impeachment. Impeachment may be either by a two-thirds vote of the whole Council or by a petition to the Council signed by three percent of the Members of the constituency of the Association. Upon impeachment the Council shall promptly direct a special ballot by all Members. Provided that at least one-third of all eligible Members cast ballots, a two-thirds majority of the votes cast will suffice for immediate removal of the Council member from the Council.

Council (12/06/80)

“Members of the constituency of the Association” refers to all voting Members of the Association.



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Council (03/05 & 07/91, Section 1 only)

Section 1. *Nominating Committee.* The Nominating Committee shall be a standing committee consisting of five Members of the Association serving two-year terms beginning January 1 of odd-numbered years. Nominating Committee members shall be appointed by the Executive Committee and confirmed by Council. The Nominating Committee shall, as soon as possible after January 1 of odd-numbered years, elect a chair from among its members for a two-year term. No member of the Nominating Committee may be a candidate for any office for which that Nominating Committee is responsible for nominating candidates.

Unless qualified by “SGB,” use of the term “Nominating Committee” in these Bylaws shall refer to the committee described in the previous paragraph.

Section 2. *Elections Committee.* The Elections Committee shall be a standing committee consisting of three Members of the Association each chosen for a three-year term. The terms shall be staggered so that each year one new member shall replace a retiring member of the Committee. The appointment of a Member to the Elections Committee shall be made by the President not later than the last Executive Committee meeting before July 1 each year, and confirmed by the Executive Committee. Members' terms shall begin July 1. As soon as possible after July 1 each year, the Elections Committee shall choose one of its members to be Chair for the new term, effective immediately. The Elections Committee shall be responsible for coordinating and supervising the conduct of elections.

Section 3. *Nominations.* The Nominating Committee shall, on or before November 5 of each odd-numbered year, nominate Members for officer and Member-at-Large positions to be filled in the forthcoming elections. The Nominating Committee shall make every effort to ensure nominations on a worldwide basis. There shall be at least two nominees for each office to be filled in the forthcoming election. For Members-at-Large, the Committee shall propose at least two more nominees than there are positions to be filled, and at most twice as many nominees as there are positions to be filled.

Section 4. *Members-at-Large.* Each Member shall be allowed to vote for as many of the candidates as there are vacancies. The vacancies shall then be filled by taking first the candidate receiving the largest number of votes, second, the candidate receiving the next largest number of votes, and so on, until all the vacancies are filled. In the event that there are vacancies for both 4-year and 2-year terms, the vacancies for 4-year terms shall be filled first.

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### Section 5. *SGB Nominating Committee*

The Past Chair of the SGB will serve as the Chair of the SGB Nominating Committee and will nominate two additional ACM Members to serve on the SGB Nominating Committee for approval by the SGB. SGB consideration of the nominees will take place as soon as possible after July 1 of even numbered years.

The SGB Nominating Committee will nominate at least two persons for the office of SGB Chair and at least one more candidate than the number of other SGB Representative positions to be filled in each election. No member of the SGB Nominating Committee may be a candidate for any office for which that SGB Nominating Committee is responsible for nominating candidates. All candidates and all persons elected to these positions must be ACM Members and current members of at least one SIG.

The election process for the SGB representatives is specified in Bylaw 6, Section 3.

Section 6. *Notice to Members, Ballots.* The Nominating Committee shall publish a notice of nominees for officer and Member-at-Large positions to all the Members on or before December 31 of each odd-numbered year. Candidates for these elected offices of the Association may also be nominated before January 31 of each even-numbered year by a petition of at least one percent of the Members of the Association, by notice to the Elections Committee accompanied by a written statement from the nominee that the nominee is willing to stand for election.

The SGB Nominating Committee annually will submit its report to the SGB on or before February 1. Candidates for SGB Representatives may also be nominated by a petition of at least two SGB members, by notice to the Elections Committee or its designee, accompanied by a written statement from the nominee that the nominee is willing to stand for election. The report of the SGB Nominating Committee will include the final date by which petitions must be received. At least 30 days must be allowed for the petition process. If the election of the SGB Representatives is to be conducted at an actual meeting of the SGB, floor nominations will be permitted as long as the petition criteria stated above have been met. If the election of the SGB Representatives is to be conducted via mail, the ballots shall be mailed not later than April 25.



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No person may be a candidate for more than one position on Council in an election. The candidates for each office will be the nominees of the Nominating Committee or as otherwise prescribed in the Bylaws plus all petitioners for that office who satisfactorily complete the petition process requirements. No candidate shall be concurrently a member of the Elections Committee. The ballots for officer and Member-at-Large elections shall be mailed not later than April 25.

*Section 7. Withdrawal of a Candidate Before an Election.*

If a candidate for office should withdraw or become ineligible or unavailable before the final date for nomination by petition, resulting in fewer than the minimum number of candidates for this office, then the Nominating Committee or SGB Nominating Committee as appropriate shall provide additional nominees to ensure the minimum number of candidates, even if this delays the balloting process.

*Section 8. Withdrawal of a Candidate During an Election.*

If a candidate for office should withdraw or become ineligible or unavailable after the final date for receipt of nominating petitions, but before the final date for return of ballots, the candidate shall be deemed to have withdrawn during the election.

If a candidate for office other than President, Vice-President, or Secretary/Treasurer withdraws during an election, the election shall continue. If a withdrawn candidate receives the largest number of votes, then if two or more candidates for this office remain, the remaining candidate receiving the largest number of votes shall be deemed the winner. If only one candidate remains, no winner shall be declared and the office shall be considered vacant and filled in accordance with the provisions of Article 7.

If a candidate for the office of the President, Vice-President, or Secretary/Treasurer withdraws during an election, one of the following actions is taken:

- (a) Elections not yet opened for voting: if fewer than two candidates for this office remain, the Nominating Committee shall provide additional names to ensure at least two candidates. The ballots, if printed, shall be reprinted, even if this delays the mailing and return of ballots as specified in Bylaw 12.
- (b) Election already open for voting: the election shall be declared null and void and a new election must be held.

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Section 9 is given in the Introduction of this document. In addition, Council has adopted the following interpretation regarding failure to elect a President or Vice-President:

Council (12/17/75)

If, at the nominal date of the beginning of a term, no President or Vice-President has yet been elected, due to the withdrawal of a candidate for officer, then said officer shall be deemed “absent” or “temporarily absent” for the purposes of Article 4 of the Constitution.

Section 11. *Limited Terms of Office*

All elected positions shall have a specified definite term. The expiration date of the term shall be specified at the time of election. An individual may be considered for election to a subsequent term. All elected volunteer positions shall be limited to two full consecutive terms.

Ballots are considered in Bylaw 12 as follows:

Section 1. *Mailing.* Ballots for elections or for referendums shall be sent out under the supervision of the Elections Committee as instructed by the Council. They shall be mailed to the last email address of each Member of the Association. The last date for mailing shall be as fixed by the Council, or by the Elections Committee as instructed by the Council, except that, for elections of officers, the last date for mailing shall be April 25. Any ballot mailed to Members shall state the last date for receipt of a voted ballot by the Elections Committee, and shall remind the Member of the requirements for properly returning the ballot to the Elections Committee. The ballot shall state the day and hour of counting, but such time may be deferred by the Council if pursuant to Section 2 of this Bylaw the Council extends the time for the receipt of ballots.

Section 2. *Return and Counting.* The last date for receipt of a ballot shall be at least 30 days after the last date for mailing. All ballots shall be returnable to the address specified in the ballot instructions as approved by the Elections Committee.

No ballots delivered after the last date for receipt shall be counted unless such date is extended by Council.\* The ballot of a Member whose dues are in arrears shall not be counted. All other ballots and votes shall be counted as valid. Unless otherwise specified in the Constitution or Bylaws, a plurality of the valid votes shall decide a question or elect a candidate.

\*This sentence is meant only to permit Council to extend the date for receipt. Some might interpret this sentence to mean that once Council extends the date for receipt, ballots delivered after this new, extended date should be counted. This is not the case. Ballots delivered after the new extended date will not be counted.

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Section 3. Certification. The Elections Committee shall be responsible for the final certification of each election.

Section 4. Ties. In the case of any ties on balloting questions, the issue shall be decided by the Council. The outcome of a ballot shall be reported to the Association.

Names of the winners in the election shall be transmitted directly to all candidates (both slate and petition), the ACM Council, ACM Headquarters, and the Nominating Committee, prior to notification of the entire membership. The ACM CEO/Executive Director shall be responsible for notifying candidates of the election's results within forty-eight hours of the time the counting is completed.

Defeated candidates shall have two weeks after the counting of the ballots to file a formal request with the Chief Operating Officer/Deputy Executive Director for a recount or for a re-polling of the affected electorate. Upon receipt of such request, the outgoing President shall determine the relevant facts, with the assistance of the Nominating Committee and the CEO/Executive Director, and will decide on action to be taken.

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### 7. NOMINATING COMMITTEE AND ELECTIONS COMMITTEE

Subsection 8.1.4 contains the Charter of the Nominating Committee. Subsection 8.1.8 contains the Charter of the Elections Committee. These two Committees carry the responsibility for the nominating process and the election procedures. Section 7 contains guidelines for the selection of candidates, the Nominating Committee report, candidates statements, the election schedule, nomination by petition, elections campaign, balloting and the election, and the publication of the results of the election. Additional information on the petition process is given in the next section.

#### 7.1 Selection of Candidates

Requirements which a candidate for high office must meet in order to (i) serve with distinction, and (ii) have any chance of being elected should include the following:

Earlier and recent national or regional exposure, reflecting experience and distinguished service with the Association.

Stability in present employment.

Reputation for being a self-starter; for bringing projects to successful conclusion; for being honest, inventive, and knowledgeable; and for having high moral character.

Availability of resources such as travel, telephone, and secretarial services.

Good health

Dedication to the higher goals of ACM before support of special interests.

The Chair of the Nominating Committee will send a letter of nomination to the candidate apprising the candidate of the importance of the chosen office, of the need to act in a professional manner, and of the resource requirements which the office (if elected) will make upon him or her. Depending on the office, these requirements may involve substantial parts of the candidates' time, budgets for travel, telephone, and secretarial services. Each candidate will be requested to respond in writing, stating that he or she will carry out the responsibilities of office (if elected), and that he or she has resources commensurate with his or her commitment.

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### 7.2 Nominating Committee Report

Upon completion of its slate, the Nominating Committee will prepare a complete report which shall contain at least the following items: each Candidate's name, address, telephone numbers (office, fax and home), email address, job title, and company affiliation; also name, address, phone number, and email address of the candidate's superior (if applicable). This report will be sent to ACM Headquarters, Nominating Committee members and chairman, the Elections Committee, ACM Council (which includes ACM Executive Committee and officers), and to persons whose names appear on the slate. It is to be filed on or before 5 November\* preceding the election year. The President of the ACM will send a letter to the candidate's immediate superior (unless requested not to do so) in which he/she outlines the duties of the office, and commends the candidate for willingness to serve.

### 7.3 Candidates' Statements

Executive Committee (12/04/84) [Paragraphs 1 & 2 only]

The Executive Committee approves the Elections Committee's recommendations that the primary method of measuring candidate statement length be space allocation, as follows:

Office	Width	Depth
President	4"	12-1/2"
Vice-President	4"	10"
Secretary/Treasurer	3-3/4"	8-1/6"
All Others	3-3/4"	5-1/2"

The following information may be provided to candidates who wish to know how much text will fit into the space:

President – 3,000 characters; Vice President – 2,400 characters;  
Secretary/Treasurer 1,800 characters; All Others – 1,200 characters

The candidates' biographical information will be given on a form which clearly separates ACM responsibilities from all others. ACM Headquarters will copy the Chair of the Elections Committee on all correspondence with the slate candidates, except for mailing of form letters or other routine business.

Executive Committee (06/02/89)

Candidates statements will be published as submitted, editorial improvements may be suggested to the candidate by the Editor-in-Chief of *Communications* or the CEO/Executive Director, but changes in the statement will be made only with the explicit, written approval of the candidate.

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If the Elections Committee unanimously votes that the statement contains demonstrably false information or is in violation of Bylaw 15, ACM Code of Ethics and Professional Conduct, the candidate must either revise the statement so as to be acceptable in the judgment of the Elections Committee, or the statement will not be published.

If the CEO/Executive Director believes that there could be grounds for legal action against ACM, he/she will consult ACM counsel and act accordingly. The candidate must either revise the statement so as to be acceptable in the judgment of counsel, or make no statement.

A candidate mentioned by name or office in another candidate's statement will be invited to prepare a statement of no more than 150 words to be published with the other candidate's statement. The (responding) statement will be treated as a candidate's statement for editing purposes except that the statement must not mention a third party by name or office.

The calendar for ACM elections and the exigencies of meeting publication deadlines preclude the use of ACM publications, such as the ACM Forum in *Communications of the ACM*, for campaigning and electioneering. However, candidates' statements may be republished in SIG publications provided that:

- (a) the statements are reproduced in full, including responses as published in *Communications of the ACM*, and
- (b) if a statement by one candidate is published, the statements of all candidates competing for the position must be published.

The requirement implies that no material can be published prior to the closing date for receipt of statements. (See Election Schedule 7.4).

Executive Committee (06/17/88)

ACM resources including resources managed by chapters or SIGs, can be used for purposes of proposing, supporting, or opposing constitutional amendments and/or Questions of Importance\* provided that use of such resources is reasonable and does not specifically promote any individual, and that opposing viewpoints will not be unreasonably withheld. In the case of doubt, advice and consent shall be sought from the Elections Committee.

\*A Question of Importance includes any questions relating to the policies or public position of the Association, changes in the Constitution, affiliation with other societies, or the holding of business meetings (from Bylaw 10).

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**7.4 Nominations by Petition**

Pursuant to the same Section 6, Bylaw 3, and Council action of 25 and 27 February 1981, candidates for elective office may also be nominated before 31 January by a petition of at least one percent of the Members of the Association who are eligible for vote for the nominee. The petitions (original copy) are to be addressed to the Deputy Executive Director/COO, c/o ACM Headquarters.

In the case that one or more candidates for a specific elective office are nominated by petition, the Elections Committee shall apprise all nominees for this office of this fact. Each shall be given the opportunity to withdraw his name from the slate prior to the deadline for publication of biographies and statements.

**7.5 Election Campaign**

Candidates are expected to conduct their campaign in an ethical and truly professional manner. Except as specifically permitted in this document, use of ACM resources, including resources managed by chapters or SIGs, for purposes of supporting a candidate’s campaign is prohibited. In the case of doubt, advice and consent shall be sought by the candidates from the Elections Committee ([acm-elections-committee@acm.org](mailto:acm-elections-committee@acm.org)).

**7.6 Balloting and Elections**

Ballots shall be mailed to all Members of the Association eligible to vote, prior to 15 April. It is the responsibility of ACM Headquarters to assure that these ballots are mailed out correctly and without irregularities.

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A sample copy of the election materials shall be sent to the Elections Committee for its review for compliance with existing ACM Policies and Procedures prior to distribution to the membership. The Chair of the Elections Committee shall be responsible for coordinating comments from the Committee. Control procedures should be employed to ensure that the file used for this mailing should not propagate such errors as duplicate ballots to one individual or failure to provide an eligible voter with a ballot. The ballots shall be collected and tallied at the address specified in the ballot instructions as approved by the Executive Committee in the presence of a Teller Committee appointed by the Elections Committee. The customary rules of secrecy and confidentiality will be observed.

Copies of all tallies and reports for the company conducting the elections shall be placed in a sealed envelope for deposit in the ACM archives for a period of twelve months after the counting date.

Names of the winners in the elections shall be transmitted directly to all candidates (both slate and petition), the ACM Council, ACM Headquarters, the Elections Committee, and the Nominating Committee, prior to notifications of the entire membership. The ACM CEO/Executive Director shall be responsible for notifying candidates of the election’s results within forty-eight hours of the time the counting is completed.

**Retention of Elections Materials:**

A permanent file shall be kept for each election in the Office of Policy and Administration. This file consists of all backup information on the elections: correspondence, original copies of biographical forms, candidates’ statements, a copy of the ballot mailing including backup materials, originals of all ballot tally sheets, procedures for counting ballots, and notifications of candidates of the result of the election.

Copies of all tallies and reports from the company conducting the election shall be placed in a sealed envelope for deposit in the ACM archives for a period of twelve months after the counting date.



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8. NOMINATION BY PETITION

8.1 Introduction

The general guidelines for nominations by petition are given in the following excerpts from the Constitution, Bylaws and Council actions.

More detailed Headquarters procedures for processing petitions are given in 8.2

ACM Constitution, Article 9

...Prior to distribution of the ballot, nominations by petition of at least one percent of the Members of the constituency shall be received and entered on the ballot in the manner described in the Bylaws.

Bylaw 3, Section 6

... Candidates for these elected offices of the Association may also be nominated before January 31 of each even-numbered year by a petition of at least one percent of the Members of the Association, by notice to the Elections Committee accompanied by a written statement from the nominee that the nominee is willing to stand for election. No person may be a candidate for more than one position on Council in an election.

Council (10/27 & 30/80)

Council accepted as policy the specific principle that Members who petition to place a candidate on the ballot must be voting Members of the Association who are eligible to vote as of November 1 of the year preceding the election.

Council (10/27 & 30/80)

Council accepted as policy the specific principle that a petition must have the Member's name printed and the Member's number. Membership address would be extremely helpful, but is not compulsory.

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### 8.2 Headquarters Procedures

- 8.2.1 Petitions (original copy), for ACM offices are to be submitted to the Chief Operating Officer/Deputy Executive Director, c/o ACM Headquarters, by January 31.
- 8.2.2 Such petitions must then be accepted by the Elections Committee in the order of their arrival. Following certification, a petition candidate shall be treated the same as all other candidates for that office.
- 8.2.3 Headquarters will verify the membership status of the petition candidates to determine the candidate's eligibility to run for office.
  - a. If the candidate does not qualify, the Office of Policy and Administration will notify, in writing, the Chair of the Elections Committee regarding the status of the petition candidate's membership.
  - b. The Chair of the Elections Committee will notify the petition candidate in writing giving the reason for disqualification.
- 8.2.4 The petition must provide the following information:

At least one time in the petition:

- a. A letter from the candidate declaring that the candidate is willing to stand for election.

At least one time on each page of the petition:

- b. Name and Member number of the Member proposed as a candidate and office for which the Member is standing.

For each petition:

- a. The petitioner's ACM Member number.
- b. The petitioner's name printed legibly.
- c. Member's mailing address as it appears on the ACM records

In order to facilitate the verification of the petition, an ACM petition form has been developed for actual use by the petitioners. The petition form can be obtained by contacting the ACM Chief Operating Office/Deputy Executive Director.

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A model petition form appears at the end of Section 8.2 in subsection 8.2.8. Headquarters can provide this model for use of petition candidates.

8.2.5    Upon submission to the ACM Deputy Executive Director/COO, petitions must contain the required information as stated in a, b, and c (above). To ensure that the required number of petitioners is obtained, petition candidates should provide more Member names and Member numbers than required by ACM Bylaws. Past experience indicates that an additional 20% might be an adequate margin.

Headquarters staff will answer only general questions about the receipt of petitions prior to the deadline for their receipt, January 31. Prior to this deadline, Headquarters staff will respond only to questions as to whether or not petitions for a specific proposed candidate have been received and/or the total number of petitions submitted for a specific proposed candidate. Questions regarding the number of valid and invalid signatures and the reasons for invalidating any individual petitioner will be answered only after the Petition Verification Report has been produced. This report will be provided to the Elections Committee.

If prior to the deadline of January 31, it is determined that an individual has qualified as a candidate for a particular office, this information will be forwarded to the Elections Committee as soon as it is available.

Members who do not have their ACM Member numbers or Members who want to verify their numbers and/or Member status may request this information from ACM Headquarters prior to the official submission of the petitions. A Member's number will be provided only to the individual Member.

8.2.6    Qualification for valid petitioners:

- a. Members whose dues remain unpaid after 15 days from November 1 are considered lapsed and ineligible to petition to place a candidate on the ballot. The date of payment dues will be the date the required payment is acknowledged as having been received by the ACM bank or ACM Headquarters, and in the case of certain overseas payments, the ACM designated collection agent.
- b. Student members are not eligible to vote, and, therefore, not eligible to petition.

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8.2.7 Verification of Petitions:

- a. Headquarters, following procedures developed specifically for this purpose, will match each member number and name provided on the petitions against the master membership file to determine the number of valid petitioners for each office. This matching procedure will produce a printed Petition Verification Report giving the number of valid petitioners for each office and listing the names of the invalid petitioners identifying the reason for each qualification.
- b. The Headquarters staff will review the names of the invalid petitioners. An additional check will be performed on all member number mismatches. By inputting the member name, Headquarters staff will attempt to determine the validity of the petitioner by matching the name and the ACM mailing address with the address on the petition form. If the member name and address listed on the petition form match the name and address on the ACM master file as of November 1, the petition of that Member will be accepted as valid, provided all other requirements are met. No further checks will be made by the Headquarters staff.
- c. The Office of Policy and Administration will notify the Elections Committee of the results of the checking of the petitions for each proposed candidate for office.
- d. The Chair of the Elections Committee will notify the proposed candidates, in writing, of the status of their candidacy.

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The election process for the SGB representatives is specified in Bylaw 6, Section 3.

10. COUNCIL ELECTIONS

Article 8. Tenure

If any vacancy arises in an office the Council shall fill it by appointment until the next regular election unless otherwise prescribed by the Bylaws.

BYLAW 3, SECTION 10 [editorial revisions – Council 07/15 & 19/85]

Council Elections

10.1 Selection of Candidates

The Executive Committee shall propose at least two candidates for each position that must be filled by a vote of Council, as provided elsewhere in these Constitution and Bylaws. Council shall be informed of the existence of any vacancy and the names of candidates at least thirty days in advance of the Council meeting in which the election to fill the vacancy is to be conducted.

Additional nominations can be made by any Council member with the support of one additional Council member. No Council member may participate in more than one such additional nomination for each vacancy.

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### 10.2 Council Nomination Procedures

- 10.2.1 As stated above, Council may nominate additional candidates for Council-Elective positions provided that such candidates are supported by two Council members.
- 10.2.2 No Council member may participate in more than one such additional nomination for each vacancy.
- 10.2.3 All nominations must have the following standard components:
- a. A written statement containing the names and signatures of the two Council members supporting the candidate.
  - b. A written declaration from the candidate stating that the candidate is willing to stand for election and if elected is willing to serve.
  - c. Biographical information on the candidate.
- 10.2.4 All nominations must be submitted in writing to Council at least 48 hours prior to the session at which the vote is taken.
- 10.2.5 Council shall adopt a proper method of balloting to ensure that those elected must receive a majority of the votes cast.

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**VOTING ALGORITHM FOR COUNCIL ELECTIONS**

START (Complete Slate of Candidates)

↓ ← **A**

Each Council Member Votes for Candidate of His/Her Choice

↓

One Candidate has >50% of Votes? ----- yes -----> Election Complete!!

↓ no

> 3 Candidates? ----- yes -----> Would eliminating two (or more) ----- yes -----> Go to candidates with the least votes result in <2 remaining candidates?

**B**

↓ ← **B**

↓ no  
Eliminate identified candidate(s)----->Go to

**A**

Did one candidate receive the least votes -----> yes -----> Would eliminating the candidate with the least votes result in <2 remaining candidates?

↓ no -----> ←

First time for this deadlock condition? ----- yes -----> Go to

↓ **A**

↓ no

Pause/break for Council to think ↓

Go to **A**