

## **Procedures for Nominating and Electing Officers**

### **A. Eligibility**

- Nominees for all elected officers must be a member in good standing of the American Academy of Health Behavior.
- Except for the President-Elect, current officers may seek an elected position. However, they may not serve on the Nominations Committee, nor participate in the nomination or election process at any level.
- Each candidate can place their name in nomination for only one position.

### **B. Nominations**

1. The Executive Committee will serve as the Nominations Committee.
2. The President-Elect will Chair the Nominations Committee.
3. The Nominations Committee will generate a list of nominees. The Board must approve the list. All nominations must be submitted and received by October 31 of each year.
4. There should be at least two nominees for each open elected position.
5. The Chair is responsible for verifying the eligibility of all nominees.
6. The Chair of the Nominations Committee will contact each nominee to confirm their acceptance of the nomination.
7. Candidates for President-Elect must submit a short biography that includes their professional affiliations, activities and honors. Also, candidates for President-Elect must submit a statement describing their vision for the Academy. Nominees for Secretary and Treasurer must include a short biography that includes their professional affiliations, activities, and honors.
8. All campaign information will be distributed to the membership using the Listserv by November 15<sup>th</sup> of each year.

### **C. Balloting**

1. Only members in good standing of the American Academy of Health Behavior may vote. Affiliate members do not have voting privileges.
2. Elections will use an Internet ballot.
3. Nominees will be placed on the ballot by a random drawing.

4. The ballot will be sent to all eligible voting members at least 30 days prior to the first day of the annual meeting.
5. Each voter may one vote for one candidate for each elected position.
6. Eligible votes will be given 10 working days to return their ballot.
7. The Academy is not responsible for ballots not received by a member as a result of technical problems originating with the member.

**D. Verification of Ballot**

1. The Nominations Committee will verify each received ballot against a roster of current eligible voters. Any discrepancy invalidates the results of the election.

**E. Counting the Ballots**

1. Candidates for office are not permitted to participate in the counting process.
2. The candidate who receives a plurality of the legal ballots cast shall be declared the elected winner.

In the case of a tie for first place, a run-off election will be conducted, with candidates receiving the fewest votes being eliminated from the rebalot. For example if candidate “x” and candidate “y” both receive 10 votes, and candidate “z” receives 5 votes, then the run-off will be between candidate “x” and candidate “y”.

3. Vote totals shall be available upon request to any eligible voting member in good standing of the American Academy of Health Behavior.
4. The Chair of Nominations Committee will submit to the President an election report that includes the winner of each race.
5. The President will announce the election results to the Academy using the Academy Listserve at least 30 days prior to the 1<sup>st</sup> day of the annual meeting.