

NOMINATION COMMITTEE (appointees as approved by the Board)

- Committee will consist of three (3) individuals who are not members of the Board and who are not planning on running for office.
- The committee will perform in accordance with Article VII of the Bylaws.
- American Payroll Association membership not required.

Overview

- The Chapter will hold elections of Officers in November to be effective March 1st of the following year.
- No officers shall hold the same office for more than two (2) consecutive years.
- For succession planning purposes, the office of President is a non-elected, position to be held for an automatic one (1) year term.
- The President-Elect will serve a one (1) year term. After which, the President-Elect will automatically become President and fulfill a one (1) year term.
- The outgoing President will become the Immediate Past President for one (1) year. Immediate Past President is a non-elected, non-board voting, advisory position.
- If the President cannot carry out the duties of his/her office during the official term, the President-Elect will immediately become President and the office of the President-Elect would be re-opened by the Nomination Committee under the direction of the Board.
- If the President-Elect cannot complete his/her term of office, the position will be re-opened by the Nomination Committee for election. President Elect nominees must have previously served on the Board for a minimum of 1 year prior to running for the President-Elect position (exceptions must be approved by majority Board vote). Other officers may revoke their office and run for this position.
- All positions, President-Elect, Secretary, Treasurer, Government Liaison Officer, Liaison to APA National, Director of Education, Director of Membership, Director of Public Relations and Chapter Events, Director of NPW, and Director of Philanthropy and Community Service shall be presented for election or re-election option each year.

Nominations

- The President shall appoint a Nominating Committee by the October Board meeting consisting of three (3) voting members that will be responsible for compiling and confirming nominated officer eligibility and re-election options for incumbents. And presenting the required time commitments and duties to nominees as stated in the Bylaws for the coming officer term.

- The Nominating Committee shall be presented at the October chapter meeting and the nomination window will commence. Nominations will be accepted through October 31st.
- Nominees must be active members of both the Greater Nashville Chapter and National APA for the positions that require such membership. If the nominee is not a member of National APA, they must be willing to join prior to assuming office March 1st.
- Should there be a position on the ballot for which no one is nominated or for which all of the nominees or incumbents decline, the nominating committee will make recommendations.
- The committee will make contact with other chapter members and current board if necessary to find at least one member who will be willing to run for the open position.
- Each officer position eligible for election must have at least one member listed on the ballot at the November meeting. If an incumbent chooses to retain their current position for a second term, their name will appear on the ballot with no opposition.
- Upon request the Nominations Committee will disclose the candidate names who accepted each position to undecided nominees to help determine best fit for candidates nominated for multiple positions and complete the ballot for open positions.
- Nominees will be asked to choose or select a maximum of two positions that he/she would be mostly interested in and willing to accept if elected.

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Elections

- All Officers Positions shall be voted upon at the November meeting by paper ballot, absentee ballot via email, website ballot or fax before November 30th.
- All members in good standing on the election date will have one vote to be counted for each position up for election.
- A designated date and location for tallying the votes will be established. Nominees and others interested in observing the tallying of the votes are welcome to view the election process.
- In the event of a tie, the names of candidates will be resubmitted to the membership for a re-vote.
- Official results of the tallied votes will be validated and the election results will be prepared and submitted to the current President and Board members.

- The Chapter will publish names of the newly elected Officers and Appointees to all chapter members as soon after the election and/or appointments as possible, but no later than the February meeting.
- Newly elected Officers shall assume their duties on March 1st.
- Incoming Board members are expected to attend the December & February chapter meetings as well as the February Board meeting.