

# MID-ATLANTIC BIOLOGICAL SAFETY ASSOCIATION (MABSA)

## STANDARD OPERATING PROCEDURES Addendum 2

**DATE: 11/21/02**

**ELECTION PROCESS**

### **I. PURPOSE**

1. This procedure describes the time line for the Mid-Atlantic Biological Safety Association (MABSA) election process. This timeline is necessary for establishing and implementing an effective method to identify candidates for elected offices, distribute ballots and tally votes for newly elected council members.

### **II. SCOPE**

1. This procedure shall apply to the Executive Council of MABSA and is subject to approval and change by the Executive Council of MABSA as per the MABSA By-Laws.

### **III. PROCEDURES**

1. Call for Nominations
  - a. Nominations are opened in December of an election year for the offices of President-Elect, Secretary, Treasurer and Councilor-at-Large. MABSA members are encouraged to nominate at least one and as many as three members for each post. Members of the Executive Council must be nominated by at least three (3) full members of the Association and shall be elected by closed ballot vote of the membership (with a plurality of those voting) for a term of two years.
  - b. The Secretary distributes a Call for Nomination to all MABSA members with the November meeting announcement. The nomination period closes at the end on the following January.
2. Ballots
  - a. The nominations for office are tallied by the Past-President during the first two weeks of February and election candidates announced to the Executive Council. The Secretary distributes the ballots to all MABSA members with the March

meeting announcement. Ballots are received by the Past-President until the end of the second week of May at which time the Past-President counts the ballots.

### 3. Election Results

- a. Election results are announced at the annual Biological Safety Symposium. The new Executive Council is installed during the business meeting.

<u>Date</u>	<u>Election Element</u>
November meeting	Call for Nomination distributed to members.
December 1	Nominations open for offices of President-Elect, Secretary, Treasurer and Councilor-at-Large.
January 31	Nominations close.
Mid February	Ballots distributed to members with the announcement for the March meeting.
May 2003	Ballots received by Past-President.
June 2003	Election results announced at the annual Mid-Atlantic Biological Safety Associations Symposium. New Executive Council installed.

## I. INSTRUCTIONS FOR NOMINATION

1. As required by the Bylaws, a candidate must be nominated by three members in good standing. In the past, this has been accomplished by potential candidates accumulating signatures. Electronic and surface mail will be accepted by the Executive Committee for nominations. A person may be nominated by email, surface mail/signatures, or a combination of the above. Given below are the particulars for each type of nomination:
  - a. Surface mail: Original signatures must be received by the Past-President prior to the close of nominations; faxed copies of signatures will not be accepted. A nominating petition may have one, two or three signatures of members in good standing. Three signatures in total are required for a nomination to be official.
  - b. Email: An email from a member in good standing will be accepted as one member's nomination. The email address must be one currently registered with the MABSA Secretary. Each email will count as one signature, that is, a candidate cannot have multiple members submit their nominations on a single email. The email address will count as the nominee's signature. A nominee may not use another's email address to send his or her nominating petition.

- c. Combination: Any combination of emails and signatures may be used to reach the minimum of three nominating members.
2. All nominations must be delivered to the Past-President by the end of January of an election year.