

NOMINATIONS AND ELECTIONS SUB-COMMITTEE OPERATING CODE

I. Name

The name of this structure shall be the Nominations and Elections Sub-Committee of the Member Services Committee, National Association for Kinesiology in Higher Education.

II. Purposes

The purposes of the sub-committee shall be:

- A. To solicit and select nominees for the positions of president-elect, vice president-elect, and secretary. All affiliates should be contacted for possible candidates.
- B. To choose two nominees for each office following the procedures in the operating code.
- C. To present the names of candidates for office to the membership and to distribute the ballot for the election of officers through electronic mailing.
- D. To count the ballots and inform the president and Board of Directors of the election results.

III. Organization

- A. The Nominations and Elections committee shall be a sub-committee of the Member Services Committee.
- B. The sub-committee should have equal representation by gender and fair geographic coverage.
- C. The sub-committee shall have a chairperson and five members, all of whom shall be long-standing members of NAKHE who have served the association in various capacities. The chair of the committee is a member of the Member Services Committee. Terms of office for each member should be staggered so that there is a continuity of membership and function. The Past-President is an ex-officio member of the Nominations and Elections sub-committee.
- D. Resignations from the sub-committee shall be presented to the president who shall appoint a successor to complete the unexpired term.
- E. Sub-committee members may be reappointed after completing a term.

IV. Conduct of Business

- A. The Nominations and Elections Sub-Committee shall request nominees for the offices from the membership through an announcement in the Chronicle for Kinesiology in Higher Education or through the membership e-blast from the Executive Director.

B. All nominees must be members of NAKHE. In order to certify membership the chair will send the list of nominees to the executive director for confirmation. The chairperson of the Nominations and Elections Sub-Committee will send to all nominees a copy of the operating code of the office for which they are being nominated along with a letter asking if they are willing to run. Nominees who are willing to run will be sent a one- page vita form. All vitae submitted for all offices by nominees must be limited to this page.

C. All members of the Nominations and Elections Sub-committee will rank each nominee on a scale from one to five with five being the most positive value. The two nominees with the highest totals shall be the candidates for office and shall be placed on the ballot alphabetically.

D. The ballot, biographical sketches, and instructions for voting will be distributed to the members. The ballot shall be returned or electronically completed within 30 days of the ballot distribution. If ballots are mailed to the membership, completed ballots will be sent to the chairperson of the Nominations and Elections Sub-committee. The chairperson of the Nominations and Elections Sub-committee will count the ballots, certify the elections results to the Board of Directors and to the committee, and contact the winners as soon as the election results are known. The Sub-committee chairperson should contact all the nominees concerning the results and thank them for their willingness to be a candidate. Technology-based ballots will be processed and the results will be sent to the chairperson of the sub-committee. The election process will be completed by October 15.

E. Electronic correspondence by the NAKHE president regarding the election results shall be sent to the membership prior to the conference.

F. The vote of the sitting president will be by mail ballot, retained, unopened, in an envelope and left with the chairperson of the Nominations and Elections Sub-committee. In the event that there is a tie vote, then the tie is broken by the president's vote. This remains confidential (that is, that a tie breaker was needed). If the vote is not needed, the envelope remains closed and is shredded.

G. The outgoing chairperson will turn over to the new chairperson all the relevant material of the Nominations and Elections Sub-committee.

H. Review and submit Committee Operating Code changes to Bylaws Chair by June 1 each year. All additional operating code changes should be submitted by November 1 to update committee operating codes for annual committee meetings at January association meeting. Bylaw changes must be submitted to By Laws Committee by August 1 to be considered by Board of Directors and then prepared for consideration by association membership at annual meeting in January.

I. A quorum shall consist of a majority of the committee membership including the chairperson.

V. Reports

An annual report of the Nominations and Elections Sub-committee shall be submitted by

the chairperson to the chair of the Member Services Committee immediately following the elections.

VI. Financial Support

Expenses of the sub-committee shall be defrayed by NAKHE within the limitations of the established budget.

All receipts for expenses must be submitted to the executive director no later than February 1st from the previous fiscal year which ends November 30th. Revised: (Mitchell, 2007; Gloria Napper-Owen, July 2008; Block 2009; Sampson Moore, 2012; Fiaud, 2015)