



Chair Committee Position Descriptions and Timeline of List of Duties

ELECTIONS CHAIR

The chairman of the election committee works with the OBI board to encourage members to be involved in the organization by volunteering their time to serve in various capacities, including election to the Board. The chair should be familiar with the various functions of each Board position or know where to obtain that information to allow them the ability to answer questions from potential candidates. The committee should work in unison to solicit the membership for board candidates prior to each election, following the election committee procedures and the OBI bylaws.

The election chair and at least one other member of the committee should be available at the annual conference to provide instruction and oversight of the election process as well as count and validate the votes.

Election Committee Procedures

1. Beginning four months prior to the election, committee members should begin soliciting candidate nominations from the membership via listserv emails. Emails should be sent approximately every month and should advise members that they may nominate themselves or that nominations of other members will be accepted after it is confirmed that the nominee is willing to serve. Emails also should advise members that nominations will be accepted up until two months prior to the election.
2. The election committee should maintain the list of nominees and encourage each nominee to write a brief summary describing their professional history and their desire to serve OBI.
3. Two months prior to the election, the election committee chair shall submit the list of nominees to the secretary.
4. After submitting the list of nominees to the secretary, the election committee should share the list of candidates and their bios to membership via the email listserv and submit the same list to the web chair for posting on the OBI website.
5. Using the list of nominees, the elections committee should create a ballot.
6. On the Wednesday of the conference prior to the last session of the day, the elections chair will request from membership any floor nominees. If any nominations are received, they will be added to the ballot.
7. The elections chair will develop a system to validate all email and in person votes by comparing the votes submitted to the most current roster.
8. On Thursday morning of the conference, prior to the first session, the election chair will announce the voting procedures to members and distribute one printed ballot and one envelope to each member. The member should write their name on the outside of the ballot for purposes of validating the vote and elect one candidate from each category on their ballot. The ballots should be put in the envelopes and the envelopes should be put in a ballot box located inside or just outside the conference room. At the same time, the elections chair should circulate a ballot via email to membership unable to attend the conference and instruct them to vote via email with a cutoff time that coordinates with the conclusion of the Thursday training schedule.

9. At the conclusion of the last session on Thursday, the election chair and at least one other election committee member shall validate the in person and electronic votes and then count each vote. Each vote shall be validated by comparing the name on the outside of the envelope or email with a current membership roster. Once the envelope is validated, the ballot should be removed and set aside to preserve the confidentiality of the vote.
10. The election chair shall record the vote results and provide that information to the president prior to the membership dinner meeting. The president or election chair should announce the winning candidates to members at the dinner meeting. The results should then be sent via email to the web chair for distribution to the membership.