

## CCSC Election - Standing Rules

<b>When</b> (i.e., time after Annual Business Meeting to completion)	<b>What</b>	<b>Who</b>
at meeting	Nominations	Past-president
1 day	Complete listing of nominees and their institutions transmitted to Membership Secretary (to facilitate preparation of ballots)	Past-president
2 weeks	Position statements collected from nominees	Past-president
2 weeks	Draft of ballots transmitted to Past-president	Membership Secretary
3 weeks	Election document (including nominee position statements) and ballot corrections transmitted to Membership Secretary	Past-president
3 weeks	Election mailing labels, grouped by ballot and zip code sorted, transmitted to Membership Secretary.	Database administrator
5 weeks	Election ballots mailed to membership	Membership Secretary
9 weeks	Deadline for ballot return; ballots returned to Past-president (4 weeks mandated by Bylaws for return of ballots)	membership
10 weeks	Election results made public	Past-president

\* Different ballots will be prepared for each region voting on their representative; all other regions will receive the same general ballot. The different ballots will be color coded for easy sorting.

\*Ballots will in no way identify the individual voting member.

\*Ballot will be distributed with 2 envelopes: a smaller, anonymous envelop and a member return envelop. The anonymous envelop will contain the actual ballot, and will be used to retain the confidentiality of a members vote. The anonymous envelop will be mailed back to the past-president in the member return envelop which must be submitted with the

voting members name and signature for verification. Once the past-president has verified the member and duly noted their participation, the member return envelop will be discarded and no association with the inner, anonymous envelop containing the ballot will be maintained.

\*The return envelop will not include postage.

\*After checking the validity of the name and signature, the Past-president will remove the (anonymous) ballot from the envelop and no further association between the ballot and envelop will be maintained or noted.

\*Ballot may be distributed using envelops bearing the logo of a particular institution, but the notice: **CCSC Election Materials Enclosed** must be clearly stamped on the outside.