

*National Environmental Health Science & Protection Accreditation
Council*

POLICY & PROCEDURES MANUAL

Title:	Elections Policy		
Policy No.	2.01.02	Chapter:	Internal Operations
Proposed:	May 5, 2005	Proposal No.:	2005-10
Adopted:		Adopted By:	Vote of the Executive Committee

Purpose:

To provide guidance for the elections process for both General Members and Members of the Board.

Policy: Each year, the Council will select an “Elections Chair” at the Annual Meeting. This person shall be responsible for holding elections for council members for the coming year.

This position involves the following.

1. Chairing the Elections Committee;
2. Reviewing, with the assistance of the EHAC Office, the Council Member Terms. (Council Members whose first terms are up should be contacted and asked if they wish to run for re-election. Council Members whose second terms are up must then leave the Council, and at least one year must pass in between terms.)
3. The Election’s Committee Chair will then create a list of possible open positions, including whether the open seats are for practitioners or academics. According to the EHAC Bylaws, no more than 50% of the Council may be Practitioner Members, and no more than 66% of the Council may be Academic Members. The Chair should solicit for candidates with this in mind.
4. On or Before January 1, the Elections Chair should send out a call for nominations. A sample Call for Nominations can be obtained on the website. The Call for Nominations should be sent to all current Council Members, all EHAC and AEHAP Program Directors, and Stakeholder Organizations such as NEHA, NACCHO and APHA. Potential Candidates must be nominated by a current council member or program director.
5. Three weeks after the call for nominations, the nominations shall close.
6. Nominees must submit a no more than 250 word biosketch which includes information indicating their interest and ability to serve as a council member, and contact information, including mailing address, email, and telephone number.
7. The Nominations Committee will then certify nominations and will develop a slate of candidates.

Drafted:		
Approved:		

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8. To develop a slate of candidates, the committee may include and exclude members to develop a balanced slate. Considerations include:
 - 8.1. Potential nominees have verified their interest and willingness to meet responsibilities of Council membership,
 - 8.2. The Committee has reviewed all appropriate and necessary credentials, and
 - 8.3. The candidate pool has met all of the specifications in the Bylaws Sections 2.2, and 2.3, which can be found at: http://ehacoffice.org/about/ps_bylaws.php#I.
9. The slate of candidates shall be presented to the Board and voted on for approval.
10. No less than 90 days prior to the Annual Meeting, the Elections Chair will send out a slate of candidates and their biosketches to all council members for vote;
11. Campaigning for positions shall be allowed;
12. No less than 60 days prior to the Annual Meeting, the ballots shall be returned and the ballots shall be certified by the Secretary.
13. The Chair of the Council will validate the election of candidates. The Chair of the elections committee will contact all nominees. The term for the newly elected Council members will start immediately following the next annual meeting.
14. The Elections Chair shall also conduct elections for Chair, Undergraduate Chair (or Co-Chairs if needed), Graduate Chair, Treasurer and Secretary of the Council by conducting a call for nominations both prior to and at the Annual Meeting of the Council. The election shall take place by secret ballot at the Annual Meeting of the Council.

Drafted: May 5, 2005

Approved: