



## Officers and Governors Election Procedures

The procedures detailed in this document have been adopted in order to ensure a fair and impartial process for the election of Officers and Governors of the College of American Pathologists. They conform to the provisions in the Bylaws of the College.

As used in these procedures, “potential candidates” are defined as Fellows who have officially notified the Chief Executive Officer’s office of their intention to run for office. “Candidates” are individuals who have qualified to be placed on the ballot, ie, who have been nominated by the Nominating Committee or by petition of at least 100 Fellows.

### SUPERVISION OF ELECTION PROCESS

The conduct of all aspects of the nomination and election process of the College shall be the responsibility of the Nominating Committee, the Election Oversight Committee, and the staff, as follows.

#### Nominating Committee

The composition of the Nominating Committee is defined in the Bylaws, appointment being made by the President with concurrence of the Board of Governors. The committee shall be appointed at the annual organizational meeting of the Board of Governors to select candidates for Governor and Officer vacancies on the Board of Governors. The committee shall meet in sufficient time that the slate of candidates for office may be communicated by the President to the general membership at least one hundred and twenty (120) days prior to the Stated Annual Meeting of the College at which election results are to be announced. Candidates may be selected from those that have declared their candidacy, or the committee may select other eligible candidates as it determines necessary to ensure proper representation of the membership.

The Nominating Committee shall:

- a) Review information from the Board Qualities Matrix for considering the leadership needs of the College.
- b) Send election information to officers of State Pathology Societies, members of the CAP House of Delegates and Board of Governors, and chairs of CAP councils and committees. This communication will include a request for those individuals and groups to encourage qualified Fellows who would be good Board candidates to submit their application to run for office.
- c) Develop criteria, which will be revealed to all candidates and potential candidates, on which to base its selection of a slate.



- d) Interview all qualified candidates and potential candidates (including incumbents), the travel expense being paid by the College.
- e) Review with candidates and potential candidates any issues of concern that the Nominating Committee might have, eg, conflicts of interest.
- f) Select one candidate for each open Officer/Governor position.
- g) Report its slate of candidates to the President and copy the Chief Executive Officer.
- h) Through the Nominating Committee chair, notify all candidates and potential candidates of its selection.
- i) Keep the deliberations of the Nominating Committee strictly confidential.
- j) Refrain from circulating petitions or participating in the campaign of any candidate or potential candidate.
- k) Refrain from issuing any communication to the membership (or segment thereof) in regards to a current election, except the formal report of the Nominating Committee which is addressed to the president for communicating to the members as the College's official spokesperson.

### **Election Oversight Committee**

An Election Oversight Committee of three (3) members shall be appointed by the President with concurrence of the Board of Governors at the annual organizational meeting of the Board. One of the committee members shall be a past president of the College; the remaining members shall be past governors or past presidents.

Any candidate or potential candidate with a concern regarding a perceived irregularity in the election process may appeal to the Election Oversight Committee which will investigate the complaint.

The Election Oversight Committee's responsibilities shall also include the review of all election materials prior to publication to the membership, general oversight of the election process, and recommending changes in election procedures to the Board of Governors as needed.

The chair shall notify candidates and members of the committee of results of the election prior to the Stated Annual Meeting.

Members of the Election Oversight Committee shall refrain from circulating petitions or participating in the campaign of any candidate or potential candidate.



## **Duties of Staff**

Staff, as designated by the Chief Executive Officer, shall be responsible for receipt and verification of petitions, preparation of election materials, coordinating the elections, and support of the above named committees.

## **NOTIFICATION TO MEMBERSHIP OF VACANCIES AND ELECTION PROCEDURES**

In the January issue of *CAP Today*, the composition of the Nominating Committee and the Election Oversight Committee shall be published. Vacancies which will occur for Officers and Governors shall also be listed, along with the names of incumbents eligible for reelection. The article shall also convey when the Nominating Committee is expected to meet, the deadline for the filing of nominating petitions, and information on obtaining petition forms from the headquarters office.

## **CAMPAIGNING INFORMATION FOR CANDIDATES**

Fellows may be placed in nomination for Governor or Officer of the College by submission of petitions signed by at least 100 Fellows who are eligible to vote as specified in the Constitution. Petitions shall indicate the name of the potential candidate, the office being sought, and the election year. Signers shall affix their signature, and print their name as well as their city and state of residence. Petitions shall be submitted to the Chief Executive Officer's designee at the CAP headquarters.

Staff shall verify the validity of 100 signatures of petitions for each candidate, but will not verify beyond that number. Candidates will be informed by staff when 100 valid signatures are on file. Staff may provide one copy of a candidate's signed petitions after the deadline for nominating petitions has passed upon receipt of a written request by that candidate.

All petitions received by the College will be available to the Nominating Committee during its deliberations for use as it deems fit. Petitions will be destroyed 30 days after the Stated Annual Meeting at which final election results are announced.

Upon written request, candidates may be provided one complete or partial set of mailing addresses of eligible voters at no cost. Candidates may request that these be in paper label format or one-time-use electronic format. They may also request that these labels be sorted by readily available fields, eg, state, age, gender, membership on a committee, membership in House of Delegates. Email addresses of members will not be provided.

If campaigning is carried out, candidates and their representatives are urged to use "good taste." Use of CAP telephone credit cards, stationery, personnel, equipment, etc., is strictly prohibited.

(See also PREPARATION AND FORMAT OF ELECTION MATERIALS)



Candidates or potential candidates with any inquiries regarding their candidacy are to direct their requests to the Department of Governance Services, not other staff. In regards to requests for information to develop or support a campaign platform, if the information is readily available and not proprietary in nature, the candidate's or potential candidate's request will be honored. Any request that will require research or other significant resource allocation (time or money) will be forwarded to the Chief Executive Officer who will, in consultation with the Election Oversight Committee or the CAP President when needed, make the final determination. When information is supplied to a candidate or potential candidate under these guidelines, all other candidates or potential candidates will be notified of the request and offered the same information.

### PREPARATION AND FORMAT OF ELECTION MATERIALS

CAP elections shall be administered by staff, using an outside firm. The Election Oversight Committee shall review all election materials prior to final publication to the membership.

The order of candidates for each office as they appear on the ballot shall be randomly selected. This will be noted in the election materials. All ballots will provide for write-in candidates.

The candidate information developed for the voters will include a headshot photograph and biographical data submitted by each candidate in conformance with formats and word limitations determined by the Election Oversight Committee. Staff will confirm information provided in regards to service on College councils, commissions, committees, etc. The candidate information for voters will also include the source of nomination, ie, Nominating Committee and/or petition, with additional graphics to highlight nomination by the Nominating Committee. The source of nomination will also appear on the ballot.

Additionally, the candidate information will include replies by the candidate to the following questions:

1. Why do you want to be an Officer/Governor of the College?
2. What major issues do you see facing the College during the next three years?
3. If you are elected, what do you hope to accomplish?

Candidates are responsible for keeping answers within the word limitations set by the Election Oversight Committee.

Election materials will be published to the membership no later than sixty (60) days prior to the session of the Stated Annual Meeting at which election results are to be announced. Materials



may be published no earlier than one week prior to the deadline. Candidates will be informed of the dates of this "mailing window."

The CAP also will establish an Election Page on its Web site, where the report of the Nominating Committee will be posted along with the names of other candidates on the ballot by means of petition. Candidates will be offered the opportunity to have the CAP publish their photo, cv, and/or campaign platform on this Web site, subject to length of text and other criteria established by the Election Oversight Committee.

This site will be available to all CAP members following the report of the Nominating Committee but prior to the publication of the ballot.

## **BALLOTING PROCEDURES**

Voting instructions will be sent to all Fellows and Life Fellows of record 60-67 days prior to the first session of the Stated Annual Meeting. Individuals who become Fellows after that initial distribution will not be included in that year's voting process.

The voting process will have provisions to ensure the integrity of the election, ie, that those casting votes are eligible voters, vote only once, and are assured their votes are kept secret and secure. Completed ballots will be returned by the voter directly to the contracted outside firm. If a member votes more than once, the first ballot received by the firm will be counted.

Bullet ballots are valid but are not encouraged. Ballots which deviate from the voting instructions will be invalid. An exception will be made for mail-in ballots received at the headquarters office when ballot confidentiality can be maintained and the election firm can identify and verify the eligibility of the voter.

## **REPORTING OF RESULTS**

Balloting results—including total results for each candidate, total votes cast, and number of invalid ballots—will be reported to the chair of the Election Oversight Committee. Candidates and members of the Election Oversight Committee will be notified of election results by the chair of the Election Oversight Committee. The vote totals of all candidates for a specific office may be revealed to only those candidates upon request. Results of the election will be posted on the CAP Web site immediately after all reasonable attempt has been made to notify the candidates of the results, and then reported at the Stated Annual Meeting of the College. Ballots will be retained by the election firm for 30 days after the Annual Meeting, and then destroyed unless instructed otherwise by the Chief Executive Officer in case of a challenge.



### **APPEALS**

Any candidate questioning the outcome of an election or desiring a recount or other consideration shall notify the chair of the Election Oversight Committee by registered letter. The candidate shall provide details of any perceived irregularity. Notice shall be postmarked within seven (7) days of the candidate's notification of election results by the chair of said committee. The chair shall immediately notify the President of the alleged irregularity or request for recount. The committee shall investigate the circumstances at issue and make recommendations to the President for resolution. Any action recommended must be approved by the Executive Committee or the Board of Governors.

### **RETENTION OF MATERIALS**

A copy of the election material distributed to all of the electorate, as well as the report on balloting results, will be retained in the official archives of the College. Names of those elected will be recorded in the minutes of the business meeting of the CAP. Thirty days after the announcement of election results at the Stated Annual Meeting, all petitions and ballots will be destroyed unless an election result is challenged, in which case all materials will be retained until the dispute has been resolved.

Adopted March 1992  
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