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## 1.0 PURPOSE

The Election Policy ("Policy") governs SHPE's annual election policy.

## 2.0 SCOPE

This policy shall apply to all SHPE elections. This policy shall conform to the Bylaws and Articles of Incorporation of SHPE.

## 3.0 DEFINITIONS

Term	Definition
ESC	Elections Sub-Committee, under the guidance of the Governance Committee
NBOD	SHPE's National Board of Directors
RVP	Regional Vice President
RGR	Regional Graduate Representative
RSR	Regional Student Representative
Undergraduate Student Lifetime Member	An individual who meets the definitions of section 6.2.3 and 6.2.5 of the bylaws
Graduate Student Lifetime Member	An individual who meets the definitions of section 6.2.4 and 6.2.5 of the bylaws
Associate Lifetime Member	An individual who meets the definitions of section 6.2.2 and 6.2.5 of the bylaws; this individual has no voting rights
Professional Lifetime Member	An individual who meets the definitions of section 6.2.1 and 6.2.5 of the bylaws
Honorary Lifetime Member	An individual in one of the four general member categories (e.g. undergraduate, graduate, associate, professional) whose lifetime dues were waived by board of directors; this individual has no voting rights; this individual is still eligible to run for office
Member In Good Standing	An individual who has (1) paid annual dues in full or is considered a lifetime member, and (2) has a current membership profile
Lifetime Member	An individual who meets the definitions of section 6.2.5 of the bylaws; this individual is from one of the four general member categories (e.g. undergraduate, graduate, associate, professional) or is an honorary lifetime member; this individual's eligibility for specific offices and voting rights is determined by which general member category they belong to
Student Chapter in Good Standing	A chartered student chapter that is considered active status (e.g. has 10 members, has officers, and has submitted at least 1 NCP report in the last year)

## POLICY DIRECTIVES

It is SHPE's policy that elections be held in a fair and impartial manner to be as inclusive as possible while maintaining the integrity of the election process. All eligible members shall be given an opportunity to run, nominate, and vote for whomever they choose. Controls shall be implemented to ensure only eligible members and chartered student chapters participate in elections.

### Governance of Elections

The Election Sub-Committee shall conduct fair and impartial elections for all open national and regional Designated Directors and Regional Leadership.

In the case of a recall election or a bylaw amendment, the National Board of Directors (NBOD) shall instruct the Election Sub-Committee (ESC), or at their discretion appoint an ad-hoc committee, to conduct a special election in accordance with the National bylaws and these policies and procedures.

SHPE National's membership database shall be the official list for election purposes.

Per SHPE Bylaws, Section 8.2, the NBOD Chair shall appoint the ESC Chair (the "Chair") and the members of the ESC. The ESC shall consist of at least three members. Per SHPE Bylaws, Section 8.3, committee members need not be Directors of the NBOD. Designated SHPE staff members responsible for membership and IT matters will also be ex-officio non-voting members of the ESC. The ESC members may not run for a SHPE office while serving on the ESC.

No later than February 1st, the ESC shall notify the chapter presidents and the regional and national office holders by email of upcoming elections. This notification shall include the approved timeline and the approved policies and procedures.

No later than February 1st, the ESC will coordinate with SHPE staff to post, on the SHPE National website ([www.shpe.org](http://www.shpe.org)), an election announcement to all eligible voting members and chartered student chapters. The announcement shall include open offices, qualifications, duties, blank petitions, responsibilities, and nomination instructions.

The ESC shall work with designated SHPE staff to develop and maintain a dedicated Elections section within SHPE's National website ([www.shpe.org](http://www.shpe.org)) which will house the latest information regarding elections. The ESC, in conjunction with the CEO, shall have authority to modify and maintain all content housed in the Elections Section of the website. No candidates can utilize the SHPE National website to display campaign or biographical information.

Voting is carried out by members online through a portal provided by an elections service vendor contracted by SHPE staff and overseen by the ESC and the NBOD.

### Ballots

On the 2nd Wednesday of April, the elections website chartered by SHPE will forward a ballot to each eligible voting member and student chapter via email. The ESC shall have complete control over all the content on the ballot; provided that the ESC will not be responsible for verifying the truth or accuracy of content provided by the candidates. The ballot shall include instructions for ballot submittal. All votes must be cast by 12:01 AM Pacific time on April 30.

Tallying of ballots shall be performed digitally by the elections service contractor.

The candidate with the most votes is the winner; provided, however, that the number of votes cast for the successful candidate exceed 5% of the eligible votes for that position. If the number of votes cast for a particular position or candidate does not meet this percentage requirement or if the election ends in a tie, the election for that particular position will be declared invalid and the position will be filled by the NBOD.

Write-in candidates are allowed. Write-in candidates who receive at least 5 write-in votes will be deemed conditionally eligible, however, cannot be declared a winner until they are (1) validated by staff as being eligible for the position sought, and (2) submit a completed nomination package as required of all validated candidates. Write-in candidates who receive fewer than 5 votes are automatically deemed ineligible for not meeting the minimum threshold required of all candidates.

The ESC will share the election results with the validated candidates and ask the candidates to accept the election results prior to public announcement. Should an individual not accept the position, the candidate's refusal to accept the results will be considered a resignation and the position will be declared vacant and will be filled by the NBOD.

#### Reporting & Ratification of the Election of Results

The ESC shall prepare a report detailing the election results and voter turnout. This report shall be delivered to the NBOD prior to the release of the election results. The NBOD is responsible for officially ratifying the results of the election process in accordance with SHPE bylaws and policy. The winners will be announced publicly on or before May 16th.

Any individual proposed for ratification is ineligible to hold any SHPE position identified in the bylaws (e.g Board or Regional leader) for a period of 6 years if previously removed from office or if formally requested to resign in lieu of removal; any candidate subject to the removal or resignation clause will be vacated of any votes.

A challenge of the election results or any allegations that a violation of election procedures has occurred shall be reported to the NBOD and resolved by the Election Sub-Committee. If the allegation or challenge relates to actions or omissions by the Committee itself, they will be submitted to and resolved by the NBOD's Governance Committee. Determinations made by the ESC or the NBOD will be final.

Other than challenges and issues identified above, NBOD will investigate and resolve the issues.

#### Eligibility to Vote

Each professional and graduate student member in good standing whose dues are received by February 15th is entitled to one vote in the elections taking place that calendar year. The member's membership category as defined on February 15th will determine which ballot will be received.

Members with memberships expiring after February 15 are eligible to receive a ballot, with a 90-day grace period for voting, concluding on May 15.

Some individuals may qualify for more than one general membership category. When an individual becomes a member in good standing, they are granted the rights of the general member category they choose at the time of joining. When they meet the requirements of two or more general member categories, and they wish to switch from their current member category to another, they must communicate that change in writing to the membership department by February 15th.

When an individual becomes a lifetime member, they are granted the rights of the general membership category at the time of induction. When a lifetime member meets the requirements of another membership category later on, they must submit a written request to be reassigned from the current general member category to the new one before February 15th. For voting purposes, members who are students do not automatically convert to professional members even if they are no longer students.

Each chartered student chapter in good standing by February 15th is entitled to one vote in the elections taking place that calendar year.

A voting member or chapter will be able to vote for up to two validated candidates in races where two persons are to be elected (e.g. NBOD Undergrad, NBOD STEM professional designated directors on the National Board of Directors). Student chapters will also vote for the Regional Student Representative position. Graduate

students will also vote for the NBOD Graduate and Regional Graduate Representative positions.

	Position	MEMBER TYPES ELIGIBLE TO VOTE PER POSITION					Student Chapters
		Professional & Professional Lifetime	Associate & Associate Lifetime	Graduate & Graduate Lifetime	Undergraduate & UG Lifetime	Honorary & Honorary Lifetime	
National Board of Director Positions	NBOD Professional	✓	-	✓	-	-	✓
	NBOD Undergrad	-	-		-	-	✓
	NBOD Graduate	-	-	✓	-	-	
Regional Leadership Team Positions	RVP	✓	-	✓	-	-	✓
	RGR	-	-	✓	-	-	
	RSR	-	-		-	-	✓

Each vote must meet geographic eligibility requirements. Eligibility of professionals is dependent on residence; professionals must reside within the region they are voting in. Eligibility of undergraduate and graduate students is determined by location of the institution in which they are enrolled.

#### Eligibility to Run

A member's membership category must match the office for which they are nominated by February 15. A candidate can only run for, or hold, one position at a time.

Candidates facing membership expiration after February 15 are eligible for ballot inclusion, provided they renew within a 30-day grace period for membership renewal, concluding on March 15. Candidates who do not renew within the 30-day grace period will be validated as being ineligible to run and removed from the ballot.

Designated SHPE staff shall validate the eligibility of each candidate for office in accordance with national bylaws. Once the candidates are validated, the ESC will create the relevant ballot.

Undergraduate students running for office shall have a 3.0 GPA or better. Graduate students running for office shall have a 3.25 GPA or better.

Professional members returning to graduate school wishing to run for a Graduate position are conditionally eligible; acceptance letter must be provided by start of term. Location of residency will determine region for candidacy.

Persons running for a regional position shall either: 1) attend a school in the region for at least 6 months prior to the election if running for a student position or, 2) reside in the particular region for at least 6 months prior to the election if running for a professional position.

	Position	MEMBER TYPES ELIGIBLE TO RUN PER POSITION				
		Professional	Associate	Graduate	Undergraduate	Honorary
National Board of Directors Positions	NBOD Professional	✓				
	NBOD Undergrad				✓	
	NBOD Graduate			✓		
Regional Leadership Team Positions	RVP	✓				
	RGR			✓		
	RSR				✓	

\*Assuming the member is in good standing and adheres to all nomination requirements

### Nomination Procedure

In accordance with the bylaws, each professional, graduate student or undergraduate student member in good standing shall be entitled to nominate a candidate for an open office. Associate members shall be entitled to nominate a candidate for an open office.

Nomination of candidates requires a petition signed by five members in the category for which the member is being nominated. Candidates running for a professional position may nominate themselves with a petition and five signatures from professional members, or a professional member may nominate a candidate with a petition and five signatures from professional members. Candidates running for a graduate student position may nominate themselves with a petition and five signatures from graduate student members or a graduate student member may nominate a candidate with a petition and five signatures from graduate student members. Similarly, candidates running for an undergraduate student position may nominate themselves with a petition and five signatures from undergraduate student members or an undergraduate student member may nominate a candidate with a petition and five signatures from undergraduate student members. Petition signatures for candidates running for a regional position shall come from within the region. The ESC must receive the petition by 11:59 PM Pacific Time on March 15. Once the ESC verifies the eligibility of the candidate and the names on the petition, the candidate will be declared a validated candidate.

### Biographies.

A candidate shall submit an electronic copy of their Biography with a photo to the ESC with the petition. The format is open but restricted to 300 words. The ESC will provide the photo and biography to all eligible voters via the ballot or any other means. The ESC must receive the Biography and photo by 11:59 PM Pacific Time on March 15.

### Campaigning

SHPE National Office stationery, equipment, postage, telephone, duplicating machine, etc., cannot be used in campaigns unless specified by the NBOD.

Use of any information in part or in whole of data provided for official SHPE business to include SHPE membership lists shall not be used in any way for campaigning purposes unless specifically allowed by the NBOD.

Write-in candidates shall abide by all candidate requirements placed upon validated candidates or risk being disqualified.

No person currently holding a SHPE regional or national leadership position or SHPE staff member may use their SHPE title, position, or email account to endorse a candidate (including themselves) through official channels (e.g. email, social media, etc.).

All local, regional, or national SHPE event organizers holding SHPE- sponsored events must notify the ESC a week prior to scheduling any forum where declared candidates for national or regional office will be allowed to speak. Prior to such a forum, all validated candidates will be given an equal notice and opportunity to speak.

No candidate can utilize any SHPE official method of communication for self-promotion or any campaign purposes. This includes membership lists created and used for any SHPE local, regional, or national group(s) or event(s). Additionally, social media is defined as any social media platform (i.e. Instagram, Facebook, WhatsApp, LinkedIn, etc.), public or closed invite, of SHPE National, any region, or any SHPE National committees (i.e. NGC) account. SHPE official methods of communication including social media can be used to distribute information on all validated candidates provided each individual is given equal billing.

All campaign materials making use of the SHPE name or logo must include text stating "Disclaimer: Use of the SHPE name or logo does not imply endorsement of the candidate."

No debates or Q&A sessions among declared and validated candidates shall be allowed without explicit approval of the elections subcommittee. The subcommittee, or someone appointed by it, shall moderate any debate.

#### 5.0 POLICY ADHERENCE

Any/all individuals subject to this Policy shall adhere to and follow the requirements of this Policy. Failure to adhere to the requirements of this policy may result in disciplinary actions for Board Members per SHPE's Bylaws and policies. The CEO and staff may experience disciplinary actions, up to and including termination of employment.

#### 6.0 EFFECTIVE DATE AND RETENTION

This Policy is effective on the date of the "Effective Date" listed in the header of this document. It is effective for a period of two years, at which point, it will be reviewed and updated (as appropriate) by the Owner.

#### 7.0 APPROVAL

This Policy is approved for implementation.

Signature: Will Davis Date: 2/1/2024

Title: National Board of Directors Chair

#### 8.0 REVISIONS

REVISION HISTORY			
Version	Effective Date	Description of Change	Owner
B	2/7/2022	Addition of Member Types Definition & Member Voting Rights	W. Davis
C	2/1/2024	Clarification on write-in candidates and addition of procedures to address SHPE converting to rolling membership cycles	K. Santos