



AACRAO Nominations & Elections (N&E) Committee Time Commitments

Updated April 5, 2023

Nominations and Elections Committee

Each year, the N&E Committee will establish a slate of nominees for open Board positions and for the Nominations and Elections Committee. The committee will consist of 12 members (nine committee members and three Alternates) elected by the voting membership, plus one non-voting Member Director (Past President) from the current Board.

Length of Appointment

- Committee members will serve one year.
- Two committee members will serve as the Chair and Vice-Chair
- Two committee members will serve as the Chair-Elect and Vice-Chair Elect. The following year they will serve as the Chair and Vice-Chair. These are two-year appointments in sum total.
- Alternates will participate in the nominations and elections process until they are “released” by the Chair.

Chair and Vice-Chair Responsibilities

The Chair and Vice-Chair will have additional responsibilities related to the planning and preparation of the nominations, elections, and voting process.

Annual Meeting (attendance is encouraged, but optional)

Expenses are paid by the committee member.

- N&E Committee Transition Luncheon for the outgoing and incoming committee members
- AACRAO and nominations promotion in caucus meetings. Committee members will select one of the following meetings to attend in order to promote the nominating and voting process:
 - Asian and Pacific Islander Caucus
 - Black Caucus
 - Latinx Caucus
 - LGBTQIA Caucus
 - Native American Caucus
 - Young Professionals Caucus
- Town Hall Meeting
- Business Meeting at the Annual Meeting
- The outgoing Chair will present the N&E Report during the Business Meeting

Nomination Period (Annual Meeting to Late June)

The committee members will encourage and review nominations

Leadership Meeting (attendance is required)

AACRAO will pay for the committee member's transportation, meals, and part of their lodging fees

- The meeting is generally a full day and a half and typically takes place in mid to late June in Washington DC
- Onboarding begins at the Leadership Meeting
- All committee members will need to have completed the N&E Onboarding online course prior to attending the Leadership Meeting
- Committee members will receive training on how to review profiles, how to score, and how to create a diverse slate
- Committee members will learn about upcoming AACRAO Strategic Initiatives

Nominations Review and Ranking (early to late July)

Nominations and Elections Committee Slate Meetings (late July)

- Committee members will meet virtually to slate officers for open Board positions and the next Nominations and Elections Committee
- Three afternoons (2-hours each) will be the commitment for these slate meetings
- Exact slate meeting dates will be determined by the Chair and Vice-Chair of the Nominations and Elections Committee, who will both work in conjunction with the AACRAO Board Liaison.

Voting Period

- The committee will encourage member voting
- The period will begin mid-September through late October
- The slate of officers and Nominations and Elections Committee are notified of voting outcomes
- The membership is emailed the election results

Conflict of Interest

- Every new and continuing N&E committee member will be required to sign the AACRAO Conflict of Interest Form before assuming the elected position. Each N&E Member is required to disclose any financial or personal interests he or she has that could potentially be viewed as a conflict of interest with the activities of AACRAO.
- If, after evaluating these disclosures and determining that a potential conflict of interest may exist, a N&E member may be required to recuse themselves from any further N&E discussions or business related to the area of potential conflict of interest. Conflicts of interest do not in and of themselves prevent anyone from serving on the N&E Committee, but may limit full participation in N&E activities.