



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

Updated March 17, 2021

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 nine members elected by the voting membership, plus one non-voting Member Director 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 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.

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

Expenses are paid by the committee member.

- N&E Committee joint orientation meeting for the current and newly elected committee members.
- N&E Committee luncheon. This is the first meeting of the newly elected 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
- Town Hall meeting
- Business Session at the Annual Meeting

Nomination Period (Annual Meeting to Late July)

- The committee members will encourage and review nominations.

Nominations Review and Ranking (Late July to Early September)

Nominations and Elections Committee Meeting (Mid-September)

Expenses are paid by AACRAO (if meeting in person)

- The committee will determine the slate of officers for open Board positions and the next Nominations and Elections Committee.
- This is a three day commitment.
- Location TBD by the chair and vice-chair of the Nominations and Elections Committee (typically in DC).

Voting Period

- The committee will encourage member voting.
- The period will begin mid-October through mid-November.

- The slate of officers and Nominations and Elections Committee are notified of voting outcomes.
- The membership is emailed the election results.

The AACRAO Annual Leadership Meeting (June or July)

Expenses are paid by AACRAO

This meeting is attended by the Chair-elect and Vice-Chair elect of the Nominations and Elections Committee.

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 him or herself 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.