



### **Policies and Procedures for Electing the SIPS President and Secretary/Treasurer**

1. According to the SIPS constitution, the president and secretary/treasurer (hereinafter the *officers*) should be selected by the steering committee (hereinafter the *SC*) to serve for 4-year terms. Officers can serve up to two consecutive 4-year terms (i.e., 8 consecutive years). After at least one term out of office, an SC member will be eligible to serve as an officer once again.
2. Typically, SC members can only serve for a total of 8 consecutive years. However, if an officer is elected who has fewer than 4 years left before they need to leave the SC, that officer will be allowed to complete their 4 years as an officer. For example, if an SC member who has been on the SC for six years is elected as an officer, that person will be allowed to complete a full 4-year term as an officer, thus staying on the SC for a total of 10 consecutive years.
3. When the 4-year term of the officers is up, the current president will issue a call for nominations from the members of the SC. In addition to nominating someone else, an SC member may also self-nominate. The call for nominations should be open for at least 1 week. SC members can be nominated for both positions.
4. Candidates who are nominated by someone else will be contacted by the president to determine whether they would be willing to serve if elected.
5. After the 1-week nomination period has ended, the current president will announce the candidates for each position.
6. Between the end of the 1-week nomination period and the election itself, there will be a 1-week informational period during which the nominees will have the option to contact the SC membership to express their vision and goals for the position.
7. At the conclusion of the 1-week informational period, the current president will put together an electronic or paper ballot that ensures that the voting will be both secure and secret. If someone has been nominated for both positions, the presidential election will take place first; otherwise, the elections will take place simultaneously. The balloting will remain open for one week.
8. With the exception of the president, all SC members must cast ballots. As specified in the SIPS constitution, the president will only cast a vote in the event of a tie.
9. If one candidate receives a majority of the votes cast, the election is over.

10. As noted in #7 above, if there are only two candidates and there is a tie, it will be broken by the president's vote.
11. If there is a tie, but there are more than two candidates, then a run-off election between the top two candidates will occur following the same rules as before.
12. In the unlikely event that these procedures do not produce a clear winner, the SC will meet to discuss how to proceed.
13. If the SC cannot come to consensus, then – as specified in the SIPS constitution – the full membership of SIPS will be asked to choose the next officer(s) from the remaining candidates. The voting will proceed in the same manner as the SC voting, but with the exception that a quorum will not be required.