
Society of Hispanic Professional Engineers

Greater Los Angeles Professional Chapter

PROCEDURE ID:

TITLE: **2006 Elections Procedure**

VERSION: 5.0

AUTHORS: Heidi Arriola

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1 Scope

This document includes all the steps necessary to perform the elections process for the SHPE Greater Los Angeles Professional Chapter board members, according to the chapter By Laws.

1.1 Overview

The elections process starts on May 1, 2006 and ends on June 24, 2006.

Regular members of the SHPE Greater Los Angeles Professional Chapter will be notified of the elections and petitions will be distributed during the nomination period. Once the nomination period ends the eligible candidates are added to the ballots. The ballots are sent along with candidate bios and submittal instructions during the voting period. Once the voting period ends the submitted ballots are tabulated and the Elections Committee (EC) prepares an election results report for the governing board. The election results must be announced to the public before the end of the elections process.

1.2 Process Inputs

- Elections Announcement Letter
- Approved 2006 Elections Timeline
- Approved Elections Policy
- Approved Elections Procedure
- Petition for Candidates Letter
- List of Members Eligible to Vote
- List of Members Eligible to be Nominated
- Board Qualifications and Responsibilities
- Candidate Nomination Form
- Nomination Submittal Instructions
- Candidate Bios (sample)
- Ballots with Submittal Instructions

1.3 Process Outputs

- Elections Result Report

1.4 Roles

- The EC shall ensure all who are eligible to hold office are notified of elections with sufficient time to plan and execute an effective campaign.
- The EC shall receive the list of eligible voters from the Membership Committee for professional members and a list of eligible voting student chapters from the Student Representative.
- Each regular member and student chapter is responsible to vote for the candidate they feel is best qualified.

2 Procedure

2.1 Announcement Period (May 1, 2006 – May 15, 2006)

On May 1, 2006 the EC shall notify each regular chapter member and each student chapter in the Chapter's jurisdiction either by email or U.S. mail of upcoming elections. This notification shall include the approved timeline, approved policies and procedures.

Documents sent with elections notification:

- Elections Announcement Letter
- Approved 2006 Elections Timeline
- Approved Elections Policy
- Approved Elections Procedure

The EC shall assign each regular member and each student chapter a unique identification number (UIN) to be used to validate ballots. The UIN will be random and only the EC shall know which member corresponds with which UIN.

On May 1, 2006 the EC shall also send a petition for candidate's letter to each regular chapter member and each student chapter in the Chapter's jurisdiction either by email or U.S. mail. The letter shall include open offices, qualifications, duties and responsibilities. This letter shall also include a blank nomination and instructions for submittal. Candidates may submit a reproduced nomination form or create their own as long as it contains the same information and the nominating signatures are original.

Documents sent with the petition for candidates' letter:

- Petition for Candidates Letter
- Board Qualifications and Responsibilities
- Candidate Nomination Form
- Nomination Submittal Instructions

2.2 Nominations Period (May 8, 2006 – May 19, 2006)

Candidates for President, Vice President and Student Representative may nominate himself/herself with a petition and one signature from a regular member or a regular member may nominate a candidate with a petition and one signature from a regular member. The EC must receive the petition by **May 19, 2006**.

A candidate shall submit a camera-ready copy of his/her Bio to the EC with the petition (not required). The format is open as long as the Bio fits in a single-sided 8.5x11 sheet. The EC will reproduce the Bio and include it with the ballot. The EC must receive the Bio by **May 19, 2006**. Documents that must be submitted with each candidate's nomination:

- Candidate Nomination Form
- Candidate Bios

The EC must receive all nominations by 6:00 PM PST on May 19, 2006.

2.3 Voting Period (May 22, 2006 – June 16, 2006)

The EC will validate the eligibility of each candidate for Office from the List of Members Eligible to be nominated provided by the **Membership Chair**.

On May 22, 2006 the EC will send ballots to the eligible voting members and student chapters either by email or U.S. mail. The ballot shall include instructions for submittal. Using their UIN assigned during the announcement, they may vote for the candidate of their choice.

Documents sent with voting package:

- Ballots with Submittal Instructions

Eligible voting members/chapters may cast their vote by one of the following methods:

- a) In Person. A member may vote in person by giving the ballot directly to the EC chair.
- b) U.S. Mail. A member may vote by U.S. mail by returning the ballot to the location specified on the ballot. The ballot must include the member's UIN.
- c) Email. A member may vote by sending an email message directly to the EC chair at the email address specified in the ballot. The message must include the UIN.
- d) Telephone. A member may vote by telephoning the EC chair directly to the telephone number specified in the ballot. The member will have to include his/her UIN.
- e) Fax. A member may fax his/her ballot to the EC to the telephone number specified on the ballot. The faxed ballot must include his/her UIN.

The EC must receive all ballots by 6:00 PM PST on June 16, 2006.

2.4 Tabulations Period (June 17, 2006 – June 23, 2006)

The EC shall validate each ballot and record the method each ballot was cast. If the EC receives multiple, conflicting ballots with the same UIN, none will count.

On June 23, 2006, the EC shall count the ballots. The EC chair and at least one witness must be present. Any regular member or student member may be present. The winner of each office will be the person with the most votes.

The EC shall prepare a detailed report. This report shall include the results, a breakdown of how each member voted by unique identification number, detailed expenses and suggestions to improve future elections. This report shall be delivered at the first Board meeting after the election.

2.5 Elections Results (June 24, 2006)

Once presented to the SHPE Greater Los Angeles Professional chapter board, the election results will be announced on June 24, 2006 via email or U.S. mail.

3 Forms

- Candidate Nomination Form
- Ballots with Submittal Instructions

4 References

- SHPE Greater Los Angeles Professional Chapter Bylaws Rules and Regulations
- SHPE National Elections Procedure

5 Document History

Revision	Date	Description
1.0	04/30/02	Mitchell Suarez: Submitted for Approval
2.0	09/09/03	Heidy Arriola: Submitted for Approval
3.0	4/12/04	Heidy Arriola: Submitted for Approval
5.0	4/23/06	Heidy Arriola: Submitted for Approval