

POLICIES AND PROCEDURES

ARTICLE II

ELECTION AND REFERENDUM

Election of Directors of the MUWAA Association

(See Bylaws Sections 2, 3, and 6)

POLICY: Directors of the Association's Board shall be elected by a plurality of votes cast in certified Association elections by members in good standing with voting privileges as defined by the Bylaws and these Policies.

PROCEDURES:

1. Board Membership

The Board of the Association shall consist of twenty-two (22) voting Directors, twenty-one (21) of whom shall be elected by a plurality of the votes cast by Association members with voting privileges as defined by the Bylaws (Section 3.3).

The twenty-second voting Director of the Board shall be the Chairman of the MUW Foundation. (The temporary exceptions to this policy are described in Section 3.2 of the Bylaws.)

2. Board Terms

Directors shall be elected to staggered terms of three (3) years. At least seven (7) Directors will be elected each year. (See Sections 3.2 and 3.3 of the Bylaws.)

3. Nominating Committee

The immediate Past President of the Association shall serve as the Chairperson of the Association's Nominating Committee (Section 6.1.2).

The Nominating Committee shall consist of at least five (5) voting members of the Association, three (3) of whom will be selected by the Past President and two (2) of whom will be selected by the Director of the University's Office of Alumni Affairs, with approval of the Board of Directors.

If the Chairperson of the Nominating Committee, who is the immediate Past President, is eligible and willing to serve a second three-year term as a member of the Board as outlined in the Bylaws, the immediate Past President will resign as Chairperson of the Nominating Committee and another Chairperson will be appointed by the President from among the Board.

No member of the Nominating Committee shall be a candidate for election to the Board.

The Nominations Committee shall develop a slate of nominees for all pending vacancies on the Board of Directors. This shall include at least seven (7) nominees each year. The nominees must be voting members in good standing who meet the additional criteria for candidacy as set forth in Policy III.1: Eligibility Requirements for Directors of the Board of MUWAA.

The final slate must be presented to the Board of Directors and the President of the University by 31 December of the year prior to the annual meeting.

Potential nominees must be notified in advance and give consent in writing for their names to be placed in nomination.

Potential nominees must disclose any potentially significant conflict of interest prior to allowing their names to be placed in nomination.

4. Additional Nominees

Write-in candidates may be received for consideration by the Nominating Committee from the voting membership upon petition signed by then ten (10) percent or thirty (30) voting members, whichever is greater.

No voting member may sign more than one such petition annually.

Write-in nominations must be submitted to the Nominating Committee in writing by the first day of December of each year.

Write-in candidates for nomination must meet the candidacy requirements described in Policy III.1: Eligibility Requirements for Directors of the Board of MUWAA

Write-in candidates must give consent to their nomination and disclose any potentially significant conflict of interest prior to allowing their names to be considered for nomination.

5. Elections Committee

The Elections Committee shall be responsible for the oversight of the election of Directors.

The President of the Board shall select a Director to serve as the chairperson.

The Committee shall consist of at least three (3) voting members of the Association appointed by the Chairperson and approved by the Board of Directors. The members of the Committee may not be candidates for election to the Board.

The Elections Committee shall work with the University's Director of Alumni Affairs to develop and carry out the election process and shall be physically present for the tabulation of ballots on Election Day.

The Elections Committee will oversee transmission of the ballot to eligible voting members at least three (3) weeks prior to the scheduled election (See Section 2.10 of the Bylaws).

Each eligible voting member shall be entitled to one vote per Director vacancy.

Balloting will utilize individual identifiers to ensure the confidentiality of voters.

6. Election

The Board of Directors shall determine the date of the certified election, which shall be approximately ninety (90) days before the Association's annual meeting. The date shall then be published on the Association's web site and in any other manner deemed appropriate by the Board of Directors.

Completed ballots will be accepted by the Elections Committee, assisted by the University's Office of Alumni Affairs, from the time the ballots are provided to the voting membership until the final date of the election as established by the Board of Directors.

The ballots will be tabulated on the election date chosen by the Board of Directors (See Section 2.10 of the Bylaws).

Members of the Election Committee shall be physically present on Election Day (unless excused by the President of the Board of Directors)

and oversee the tabulation of the ballots. The final elections results shall be certified by signature of the Elections Committee members present.

7. Report of Certified Election Results

The Chairperson of the Elections Committee will report the results of the ballot to the Directors of the Board within twenty-four (24) hours after completion of the election and follow up with a letter to the Board certifying the results of the election within one (1) week of the election.

The Chairperson of the Elections Committee will notify the candidates of the election immediately following notification to the Board of Directors.

The Elections Committee will publish the certified results of the election on the Association's web site (and in any other manner deemed appropriate by the Board of Directors) within two (2) working days.

The results of the elections shall be recorded in the minutes of the next regularly scheduled Board meeting.

8. Time-table for Election Process

June (of year preceding the election) -- Announcement by the Board of Directors of the date (late March or early April) for certified elections in the following year.

1 December (of the year preceding the election) -- Deadline for Nominating Committee to accept write-in nominations.

31 December (of the year preceding the election) -- Deadline for presentation of the final slate of candidates by the Nominating Committee to the Board of Directors.

1 February -- Deadline for completion of election planning process and design of ballots by the Elections Committee and the University's Director of Alumni Affairs.

early February, -- Transmission of the ballot to eligible voters.

late February, election date -- Final acceptance and tabulation of ballots.

election day + 24 hours -- Deadline for report of election results to the Board of Directors and to the candidates by the Chairperson of the Elections Committee (or the Chairperson's designee).

election day + 2 work days -- Deadline for publication of the elections results on the MUWAA web page.

election day + 1 week -- Deadline for formal written report to the Board of Directors by the Chairperson of the Elections Committee certifying elections results.

regular meeting of MUWAA members, during MUW Homecoming week – Announcement of new directors and officers

9. Orientation of New Directors

All newly elected Directors shall participate in a Board orientation program to be presented during Homecoming following the election.

The Board orientation program shall be devised and conducted by the Vice-President of the Board in collaboration with University's Office of Alumni Affairs.