SYTA Election Procedures 2017

Roles and Responsibilities of the Nominating Committee

- The President shall appoint a Nominating Committee of five persons to recommend qualified Vice-Presidential candidates, Active and Associate Board of Director candidates. Nominating Committee (chaired by the Immediate Past President (Active Member).

- The Nominating Committee shall be responsible for developing and presenting to the membership a slate of nominees for election to the Board of Directors, including at least one nominee for each position to be elected.

- The Nominating Committee shall also prepare recommendations to the Board of Directors in the event of a vacancy on the Board.

- Members of the Nominating Committee shall not be eligible to be nominated for election to the Board of Directors.

- Unless specifically provided to the contrary herein, standing committee members need not be Directors of the Association.

- SYTA members will be given the opportunity to submit names of potential nominees and to self-nominate for consideration by the Nominating Committee.

- The Nominating Committee will encourage qualified candidates to run for office. The committee may propose candidates to be considered for nomination.

- Board members serve three-year terms.
  - All directors shall hold office until expiration of the terms for which elected and until a successor has been elected and qualified.
  - Except for vacancies created by removal of a director by the members, vacancies on the Board may be filled by a majority of directors then in office.

- Potential nominees will be asked, in writing, to answer several questions about why they would wish to run for office. This process is intended to encourage the prospective nominee to think about the reasons they want to run. These questions will be submitted to the Nominations Committee for review.

- The Nominating Committee will review the list of candidates that have been self-nominated or proposed by others.
  - The committee, working with staff, will assure that all proposed nominees are eligible to serve in the positions for which they have been nominated.
  - Active members and their wholly-owned, non-voting Active member subsidiaries together shall be entitled to only one individual representative to hold a SYTA elective office at any one time.
  - When considering the candidates, the committee attempts to create a list of nominees that provide broad representation of market segments, types of companies and diversity of individuals.

- Once the committee creates a list of proposed nominees, each individual nominee will be approached to determine if they accept the nomination.
  - All proposed nominees that accept the nominations become a member of the list of candidates submitted by the Nominating Committee to the membership for their consideration.

- A nominee may be added to the slate of candidates prior to the ballot being sent to the membership by submitting a nomination form with 20 member signatures to the Nominating Committee up to 15 days prior to the ballot being presented to the membership. Nominations will not be taken from the floor at the SYTA Annual Conference.

- The list of candidates submitted by the committee will be given the opportunity to prepare a statement of not more than 150 words highlighting their qualifications and the reason(s) they would like to serve on the Board.
    - Those candidates that submit their statements by a specified deadline will have their statement included in an electronic mailing to voting members and/or posted to the website with an email notification sent to all members. Statements exceeding 150 words will be edited to the 150-word limit.
        - Votes will be conducted electronically through an online voting platform. All member companies in good standing will be eligible to vote whether or not they are attending the 2017 SYTA Annual Conference. Only the designated primary Active contact may vote on behalf of their company for the Active Director positions. Only the designated primary Associate contact may vote on behalf of their company for the Associate Director positions. If you are not sure who the designated primary contact is, please contact Lisa Berretta at lberretta@syta.org of 703-610-9034. Only one vote per Member Company will be recorded. Member companies must be in good standing which means dues are paid according to their renewal dates.

Voting Qualifications and Procedures:

- Members in good standing will be determined as of a date of record set by the Board of Directors.
    - Active members in good standing vote for the Vice-President and for three Board of Director positions that are elected each year.
    - Associate members in good standing vote for the Associate member director position.
    - Each member in good standing will be entitled to cast one vote except that wholly-owned Active member subsidiaries may not vote.
    - There shall be no voting by proxy.

- Candidates receiving the highest number of votes for each vacancy to be filled shall be elected.
    - SYTA staff, designated by the executive director, will conduct the counting of all ballots.
        - All vote tallies will be confidential and will be made known only to those responsible for counting the votes and the executive director.
    - Any ballot cast by an ineligible voter or which is not eligible will not be counted.
    - In the event that a member casts more than one ballot, only one ballot will be counted.
    - There shall be no cumulative voting.

- The results of the elections will be announced at the meal function following the election during the SYTA Annual Conference.
    - Attempts will be made to notify all individual nominees of the election results prior to the public announcement.

- Newly elected Board members will be installed at the SYTA Annual Conference.

  - The offices of the secretary and treasurer will be appointed by a vote of the newly installed Board at the first meeting of the Board.
  - The secretary and the treasurer must be Active member directors.