

ELECTION MANUAL

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MANUAL PURPOSE

The Election Manual provides an overview of the Society election policies and processes, including the roles and responsibilities of the Society Nominating Committee, SWE HQ and Teller in the election process. This document is maintained by the Nominating Committee, Teller and HQ subject to approval by the Board of Directors per the bylaws. The Secretary posts the document as a governance reference document. The Election Manual meets the intent of having a Nominating Committee charter.

SCOPE

This document applies to the elections of the Society. It provides requirements for nominations, balloting, and reporting of the election results. The Society bylaws govern qualifications for some elected offices. This election manual and the Nomination Application for Society Elected Leadership Positions Appendix outline required skill sets for all elected positions. Nothing in this manual may conflict with the Society bylaws, however if it does, the bylaws take precedent.

PART I – Election Policies

A. Nominating Policies

1. Nominating policies are incorporated into the nominating process documents used by the Nominating Committee and are posted on the Nominating Committee webpage. These policies, procedures, and documents are supplementary to the Society bylaws, and are developed and maintained in accordance with bylaws.
2. Confidentiality and integrity are of the utmost importance in the nomination process. Nominating Committee members are expected to abide by these rules. Any violations of these rules are immediately addressed by the Nominating Committee Chair and escalated to the Society President and Ethics Committee as needed.
 - a. Personal and performance information related to any nominees or candidates is not discussed with others outside the committee. If additional information or feedback is needed on a nominee or candidate, beyond that which is supplied via the nominating process, it is the responsibility of the chair to obtain that information.
 - b. Each committee member's voice needs to be heard in discussions and meetings. It is committee consensus that drives the final decision on a nominee becoming a candidate, not a single committee member's experience with a nominee.
 - c. These statements define our policy on what may be discussed outside of the committee:
 - (1) Questions about nominee eligibility, duties of office, or the process the Nominating Committee follows can be directed to the Nominating Committee Chair, Chair-Elect or committee members. Any bylaws questions about the Society bylaws should be escalated to the Society Secretary and Bylaws Committee for review.
 - (2) Information supplied by the nominees, and the feedback on the nominees, is regarded as highly confidential information. If written feedback from the Nominating Committee is provided to the nominees or candidates, it is shared with the following fiscal year Nominating Committee. In order to preserve the confidentiality and integrity of our process, questions, concerns, or feedback about individual nominees

that arise outside of the vetting process must be directed to the Nominating Committee Chair. Members of the Nominating Committee are duty-bound not to discuss information related to individual nominees, and we ask all SWE members to respect that.

3. The guiding principle for the Nominating Committee is to put together a slate of qualified candidates who will best serve the interests of the Society.

B. Teller Policies

The Teller report includes the candidate individual vote tallies.

C. Campaigning and Endorsement Policies

As a professional society, SWE must maintain a high standard of behavior during our elections and protect our members from being inundated with messages about candidates. SWE electronic and physical resources may not be used to promote candidates or solicit petition signatures per the SWE Policy on Campaigning and Endorsement of Candidates as posted on the SWE website. Only personal resources may be used for these purposes. Alleged violations are referred to the Ethics Committee for investigation and action.

PART II – Roles and Responsibilities

A. Nominating Committee

1. The Society bylaws outline the responsibilities of the Nominating Committee to vet candidates provided from a Call for Nominations to the membership.
2. The Nominating Committee vets the following candidates:
 - a. President Elect annually
 - b. Secretary, Treasurer, five (5) Directors, and Collegiate Director staggered for two-year terms per the bylaws
 - c. Senate Speaker for two-year term per the bylaws
 - d. Deputy Speaker of the Senate annually
 - e. Senate Secretary annually
 - f. Seven (7) Senators annually for three-year terms per the bylaws
 - g. Chairs-Elect position of five (5) Standing Committees (Audit, Bylaws, Ethics, Finance and Nominating Committee) annually per the bylaws
3. The Board of Trustees (BOT) is a separate corporation with SWE as the sole member, and as such the SWE BOD requests the services of the Nominating Committee annually and identifies which Trustees' terms are expiring. Trustees (8 total positions) serve three-year terms with three (3) positions slated two years consecutively and then two (2) positions every third year. The process is as follows:
 - a. One Trustee will be selected by the BOT to act as the focal point, referred to as the BOT Focal, and will serve as an Advisor to the Nominating Committee (see Part II, Section A.5.g).
 - (1) The BOT will provide to the Nominating Committee their Leadership Competencies, skills needed for the coming fiscal year, and their People to Watch list for general information to aid in candidate selection.
 - (2) Nominating Committee does all the interviewing using the same process for other positions however, the BOT Focal will be part of the interviewing process.
 - (3) Trustees that are up for re-election would recuse themselves from this process

- (4) Recordings of the interviews (see Part II, Section F), if conducted, the nominee submitted package and a rubric are shared with the BOT Focal who will then share it with BOT members not running for re-election for their review. No confidential information, such as reference and member feedback, will be provided to the BOT members not running for re-election.
- (5) The BOT Focal will share with the Nominating Committee the completed BOT rubrics and comments.
- (6) The BOT Focal will participate in the subcommittee discussion for BOT positions while slating the candidates but is not a voting member of the Nominating Committee and does not participate in the final vote on the slate. The Nominating Committee will include the input from the BOT Focal in the final slate vote.
4. The Nominating Committee may create sub-committees to focus on other responsibilities as assigned at the discretion of the BOD.
5. Current Nominating Committee members being vetted for the Nominating Committee Chair-Elect position are not included in any business where the Nominating Chair-Elect position is discussed.
6. Composition of the Nominating Committee is specified by the bylaws.
- a. The call for Nominating Committee members is included in the annual call for non-elected Society leaders (committee chairs, coordinators and chair/coordinator elects) in order to allow ample time for the vetting of the members.
 - b. At minimum, five (5) Nominating Committee members are selected per year for a two-year term, and at least two of the following are filled annually to ensure all of the following five groups are represented on the committee.
 - (1) Former BOD member
 - (2) Former BOT member
 - (3) Former committee leader
 - (4) Former Senate member and/or leader
 - (5) Collegiate/recent graduate (within 5 years of graduation at time of committee call)
 - c. Vetting and selection of the Nominating Committee members follows a similar process to the vetting and selection of Society leadership, such that eligibility, competencies, and appropriate skills/experiences are considered. If the Nominating Committee members request that the chair and chair-elect hold interviews with any nominees (where the Nominating Committee cannot reach a final decision without additional information), the chair and chair-elect have the authority to make decisions on committee member recommendations based on those interviews upon delegation from the committee. The Chair and Chair-Elect non-voting status is for slating of the Society slate only.
 - d. The Nominating Committee recommendations at least 5 new members annually, to the Board of Directors who appoints the incoming members.
 - e. Nominating Committee members must be trustworthy with **CONFIDENTIAL** information.
 - f. As stated in the bylaws the Executive Director shall be a (ex officio) non-voting member of the committee. In addition, the chair can seek Advisors such as special directors, BOT and Senate speaker, as needed. However, a majority vote by the Nominating Committee may dismiss any non-voting member and/or Advisor from all or any part of a meeting.

B. Teller

1. The responsibility of the Teller (or Tellers, if such is the case) is to oversee the processing of ballots for the Society elections.
2. The Teller is appointed by the President and confirmed by the BOD. The Teller must be a voting member in good standing with the Society who is not a candidate on the ballot. The Teller should be able to travel to headquarters if necessary.
3. The Teller provides a written report of the election results (that includes candidates not elected), to the Society President, Nominating Committee Chair, and SWE headquarters (for archives).

C. Headquarters Staff

1. The responsibility of the headquarters (HQ) staff is to oversee the processing of ballots for the Society. In addition, the HQ staff provides support as needed to both the Nominating Committee and Teller, including sending emails to membership on behalf of the Committee and Teller.

PART III – Nomination Process**A. General Process Overview**

A summary of the Society nominating process that results in the slate of candidates being announced by February 1 each year is provided below.

1. The Nominating Committee Chair and Chair-Elect discuss with the SWE President, President-Elect, and Executive Director what skills are needed in the coming years for the President-Elect and other board positions. They separately contact the Committee Chairs, Senate leadership, and BOT to discuss desired skills and incorporate the desired needs of these positions in the call for nominations.
2. A call for nominations for nominees is made to Society leadership and members (see Call For Nominations section); nominees are identified.
3. Each nominee's eligibility and willingness to serve are verified by HQ and the Nominating Committee Chair.
4. Each nominee provides the Nominating Committee Chair with information about their service & professional history and experience through resumes, skills, SWE leadership competencies, accomplishments, and any other data the committee would like to use in the evaluation process through their vision/goals statement.
5. Nominees identify three to six references.
 - a. References may be any combination from academia, industry, and service organizations.
 - b. The Nominating Committee needs constructive feedback from someone the nominee has, or has recently had, a reporting relationship with.
 - c. It is preferred that references be people the nominee has reported to for work with SWE, industry or academia, or other service organizations. It is important to avoid providing the names of friends or peers, unless you have reported to them.
 - d. At their discretion, the Nominating Committee contacts the references for feedback.
6. The nominee's references are requested to provide feedback on nominees to obtain additional data on demonstrated skills and leadership competencies, , their reaction to different situations, and the different roles that they have performed.

7. Nominees for President-Elect are interviewed. Nominees for other positions are interviewed at the discretion of the Nominating Committee. Interviews can be conducted in-person or virtually.
8. Any additional information the committee feels is needed is obtained by the Nominating Committee Chair.
9. The Nominating Committee Chair provides the nominee's information and the feedback received to each Nominating Committee member and to the BOT Focal as related to Trustee candidates.
10. Each member separately evaluates the information, evaluating each nominee for each position according to the rubric criteria determined by the committee.
11. The committee meets to discuss nominees and create a draft of the slate (see Selection Procedure section).
12. The committee meets again and determines the final slate by consensus.
13. The Nominating Committee Chair or Chair-Elect notifies all slated and non-slated nominees. Verbal feedback from the committee is provided upon request. Per the bylaws, the final slate is announced to the Board of Directors and Senate by February 1 (see the Slate and Petitions Announcement section of this document).
14. The time frame to put forth petition candidates is identified in the Society bylaws.

B. Call for Nominations

1. The Society of Women Engineers acknowledges and respects the value of a diverse community. SWE recognizes that the scope of diversity includes but is not limited to race/ethnicity, religion, family status, age, physical abilities, sexual and affectional orientation, actual or perceived gender, gender identity and expression, socio-economic status and occupational focus. SWE will maintain an environment that is supportive of these elements and will promote inclusion within our organization and the engineering community. The Nominating Committee considers all forms of diversity in the vetting process.
2. The Nominating Committee Chair requests nominations from all members of the Society through a notice from headquarters for publication in appropriate Society communication media (e.g., website, social media, e-mail). This call contains a list of open positions, a reference to the bylaw's eligibility requirements for those positions, and information about the qualifications/skills, expected duties and time commitment for those positions. Instructions are included along with the nomination form and nominee consent and eligibility form. A summary of the nomination process can also be included. A sample of the call for nominations, with all associated documents, is available on the Nominating Committee web site.
3. The call for nominations is distributed three to four weeks in advance of the deadline. Eligibility requirements, qualifications, and position specific skills are widely communicated to the membership. This information is available at any time of year through the Nominating Committee.
4. A rubric listing the qualifications, skills, and perspectives/experiences - and current known gaps for these items in the BOD and Senate forms the basis for nominee evaluation and is reviewed by the committee annually and updated as needed.
5. Nominations may be submitted by any member in good standing. Only self-nominations are accepted and include the nominee consent and eligibility form.

C. Selection Procedure

1. The role of the Nominating Committee is to slate the best qualified nominees for a given vacancy to build the overall best slate to serve the interests of the Society.
2. Qualifications for each nominee are defined in the Call for Nominations email from headquarters. The Nominating Committee uses this information to assess the qualifications of the nominee for the position nominated for. The Nominating Committee may seek out nominees

in addition to those identified through the call for nominations. More than one candidate for each position is optional, at the discretion of the Nominating Committee, with the exception of President Elect which shall remain uncontested.

3. The Nominating Committee Chair contacts each nominee to review the general process and timeline.
4. In the nominee's application package, the nominee verifies their willingness to be considered and for which open positions as well as any positions they would not want to be considered for.
5. The Nominating Committee Chair and headquarters staff independently review each nominee to ensure they meet eligibility requirements for the positions for which they are nominated. Direct verification of service by other SWE leaders may also be necessary.
6. The Nominating Committee Chair may request other documentation needed like a vision & goals statement, professional and service resumes (or record of service in other organizations), appropriate to the positions for which each nominee wishes to be considered. It is the responsibility of the Nominating Committee to review this request annually and revise as appropriate. Sample professional and service resumes are available on the Nominating Committee web site.
7. The Nominating Committee seeks feedback on potential nominees from their identified references - suggested references may include someone in a senior leadership role within a professional society they are active in; someone who can speak to their leadership in their professional or collegiate work; or someone from their community or other service organization they are affiliated with and in good standing. This may be done via an e-mail distribution from headquarters, directing references and others to use an online survey or to send feedback directly to the chair. References should be encouraged to provide feedback based on their direct and recent experience with the nominee(s) and nominees are encouraged not to provide the names of friends or peers. A sample of questions sent to references for feedback is available on the Nominating Committee web site. It is the responsibility of the Nominating Committee to review these questions annually and revise as appropriate. The questions should reflect the current skills and experience needed by our future leaders to be successful in elected positions, and should be coordinated with the evaluation criteria used to select candidates.
8. The Nominating Committee Chair provides each Nominating Committee member with a complete list of the nominees and all collected information. The BOT Focal is provided with the information for the BOT nominees to be able to participate in the process in an advisory role.
9. There are multiple methods that the committee uses to vet nominees. The Chair and the Chair-Elect select the best option for each year. The option selected is based on nominee pool, number of Nominating Committee members, and the preference of the Chair in consultation with the Chair-Elect.
 - a. For all options, nominees are evaluated in the following order:
 - i. President-Elect
 - ii. Secretary (even numbered years) or Treasurer (odd numbered years)
 - iii. Directors (3 each year with collegiate director as 1 of the 3 during even years)
 - iv. Senate Speaker (even numbered years)
 - v. Senate Leadership (Deputy Speaker and Senate Secretary)
 - vi. Other positions as requested, e.g., Trustees (2-3 each year),
 - vii. Senators
 - viii. Standing Committee Chairs-Elect
 - b. **Option 1:** will be followed for President-Elect and other positions as deemed necessary.
 - i. Each member of the Nominating Committee evaluates the nominees individually based on the rubric which includes skills from Society Leadership Competency Model, skills needed for the position that given year, the position requirements,

- reference feedback, and diversity/experience factors to ensure a balanced entity (BOD, Senate only).
- ii. The committee meets by conference call to discuss the results, resolve questions about the nominees, and select the candidates for the slate.
- c. **Option 2:** for all positions except for President-Elect and other positions as deemed necessary
- i. The committee divides into work groups. Each work group concentrates on certain position(s).
- ii. Each work group has a minimum of three (3) members and is led by the chair or chair-elect. The chair and chair-elect assign members to the work group in consideration with requests made by the committee members and their background.
- iii. Each member of the work group evaluates the nominees individually based on the rubric which includes skills from Society Leadership Competency Model, skills needed for the position that given year, the position requirements, reference feedback, and diversity/experience factors to ensure a balanced entity (BOD, Senate only)..
- iv. The work group meets by conference call to discuss the results, resolve questions about the nominees, and select the nominees for their proposal to the entire committee.
- v. Each work group makes recommendations to the entire Nominating Committee for the roles for which they were responsible. Based on the recommendations and information presented by the work group, the Nominating Committee discusses and determines the slate. Any overlap of recommendations are finalized during the entire committee discussions.
10. A nominee may be considered for an additional position if they have already been eliminated from consideration for previously balloted positions, and they indicated on their application they were open to such position.
11. Nominating Committee members are expected be aware of their personal biases at all times, including but not limited to the nominees they know personally. In this situation, committee members are expected to only include their personal knowledge of the qualifications and SWE performance of any nominee with the other committee members if it is recent and relevant to the discussion and disclose any biases they may have. All such information must be treated as CONFIDENTIAL, and all discussions of nominee qualifications must remain within the committee. The chair holds a meeting to align on strengths, opportunities, overall message to the candidate and this information is tracked to give to candidates during optional verbal feedback sessions upon their request.
12. The chair, chair-elect or a committee member may ask for a re-evaluation on any nominee if additional information has been received concerning the nominee that would be helpful in the committee's decision.
13. Either face-to-face or virtual interviews are facilitated by the Nominating Committee Chair or Chair-Elect.
- a. All nominees that are initially interviewed are interviewed using the same method and format.
- b. The committee may elect to down select the nominee pool prior to interviewing based on the nominees' application.
- c. Questions to be asked are determined in advance by the committee.
- d. The committee may decide not to conduct interviews for some positions, with the exception of President-Elect which is required.

14. The chair is responsible for clarifying or obtaining additional information concerning nominees when requested by committee members and has the authority to rule on questions of eligibility and qualifications of proposed nominees as defined in the Society Bylaws. If necessary, virtual interviews may be used to obtain additional information on a set of nominees running for the same position in order for the Nominating Committee to clarify data during the vetting process.
15. Once a proposed slate of recommended candidates has been completed, the Nominating Committee chair with assistance from headquarters performs eligibility verification for all candidates as slated (as their original ballot positions may have changed during the evaluation process). Society leaders cannot hold more than one Society level leadership role. The definition of a Society level leadership role can be found in Leadership Roles Announcement on the SWE website.
16. After the final eligibility check, the Nominating Committee Chair or Chair-Elect notifies all candidates who are slated and nominees who are not slated.
- Notification should be made by telephone or video-call for all slated candidates, all President-Elect nominees, and all nominees that are incumbents.
 - Non-slatted nominees, with the exception of those noted above, may be notified by email.
 - For those candidates who are on the recommended slate, the chair makes the final confirmation of their willingness to be slated on the ballot, and their willingness and ability to serve if elected.
 - During this slating result notification, nominees are provided the opportunity to sign up for optional, verbal feedback that will be conducted after the slate is announced to the membership.
17. If a member of the Nominating Committee is nominated for Nominating Committee Chair-Elect, the member is not to be part of the work group or the discussions related to the Nominating Committee Chair-Elect. If the committee slates or does not slate one of its members for Nominating Committee Chair-Elect, that committee member is informed upon the decision making if the committee decides to do so and they do not have to wait until the other nominees are notified.
18. **Confidentiality:** All communications and discussions regarding the qualifications of nominees and candidates must remain CONFIDENTIAL. While electronic communications can be subject to abuse, so can other communication methods; thus, it is acceptable to use electronic communications to conduct Nominating Committee business.

D. Slate and Petitions Announcement

- Per the Bylaws, the Nominating Committee presents the slate to the Board of Directors and Senate by February 1. This announcement is copied to all members.
- The slate announcement also contains information on the petition process that is included in the Society bylaws.
- Email and third-party websites are acceptable methods of collecting petition signatures. Candidates must follow the SWE Policy on Campaigning and Endorsement of Candidates while collecting signatures. Members must provide their member number in the message to facilitate validation.
- Headquarters staff is responsible for verifying that all petition signatures are from members in good standing and meet the distribution requirement.
- The Nominating Committee Chair is responsible for verifying that petition candidates satisfy the Bylaws eligibility requirements for the position. Petition candidates provide the same vitae and statement as slated candidates, per the Ballot Preparation section of this election manual.
- Petition candidates are noted on the slate as outlined in the Ballot Preparation section of this election manual.

7. The petition form and examples of the slate announcement and a petition package are available on the Nominating Committee web site.

E. File Disposition

The Nominating Committee collects nominee information, referred to frequently as “data points” to support the slating process. Given the confidential and sensitive nature of many of the documents, a retention process, including safeguards, is necessary. Further, given the frequent overlap in nominee pools from year to year, the documentation must be retained for multiple years for use by the Nominating Committee, as outlined below.

1. The following documents are retained for three years for use by the Nominating Committee and then archived by Headquarters staff for five years. At the conclusion of the combined eight-year period, the documents are destroyed.
 - a. Nominee information (i.e., application, service resume, work resume, etc.) collected by the Nominating Committee in support of the slating process
2. Reference Feedback or other specific feedback collected by the Nominating Committee in support of the slating process. Candidates do have the ability to request feedback data is carried over from the previous year if desired for the assessment process, but all of it must be considered if this is chosen. The following documents are retained for one year for use by the Nominating Committee and then archived by Headquarters staff for three years. At the conclusion of the combined four-year period, the documents are destroyed.
 - a. Nominee Interviews (i.e., in-person or virtual interviews) collected by the Nominating Committee in support of the slating process. Nominees and candidates are offered a copy of the interview video (at the conclusion of the FY and/or slating process) to support self-development efforts.
 - (1) .
3. As future Nominating Committees determine data collection and/or “data point” needs, new and existing document retention procedures are reevaluated as appropriate.

Part IV – Election Process

A. Ballot Preparation

1. The Nominating Committee Chair provides headquarters with a copy of the committee's recommended slate. The Executive Director is responsible to ensure that the ballot, listing the candidates recommended by the Nominating Committee and any candidates who have properly petitioned, is distributed per the bylaws.
2. Candidates provide a statement, per the instructions provided by the Nominating Committee Chair. A candidate vitae or other information may be required per instructions provided by the Chair. This accompanies the ballot along with a recent photograph. Petition candidates are given the opportunity to provide the same candidate vitae and statement as provided by the committee's recommended slate. Examples of a candidate biography and statement preparation instructions can be found on the Nominating Committee web site. The Nominating Committee Chair performs a final review of the candidate information and statements for consistency and compliance with these guidelines.
3. All information to accompany the ballot must be provided to headquarters by the due date communicated by the Nominating Committee Chair.
4. Candidates added to the ballot by petition are identified on the ballot by the words “petition candidate” next to their name. In addition, a statement is included with their vitae to clarify the process for voters, such as:

Please note that petition candidates meet the minimum requirements for the

position they are listed for on the ballot, however they were not initially slated by the Nominating Committee; their competencies were either not vetted by the committee, or it was determined that they were not the best candidate for this position in the interest of the Society. They have been added to the ballot after a successful petition with support from at least 1% of the voting members with no more than 10% of the endorsements coming from any one section, group, or the international members.

5. Candidate names for each position appear on the ballot in alphabetical order.
6. An outside vendor may be used to prepare electronic ballots or machine-readable ballots. The vendor lays out the actual ballot, which is reviewed by SWE HQ staff and the Teller prior to distribution to the membership. The Teller performs a final review of the actual ballot for format only and the ballot instructions for clarity and completeness. The outside vendor conducts ballot testing to ensure accurate and unbiased tabulation of the election results. The Teller is the preferred tester.

B. Voting

1. Balloting Instructions
By the date identified in the bylaws, all voting members with valid email addresses on file at Society HQ are sent instructions that outline the online balloting process. If HQ does not have an email address on file, members are mailed instructions on accessing the online ballot. A sample of the Ballot Instructions is available on the Nominating Committee web site.
2. Online Balloting
 - a. Members are directed to a website to use for voting.
 - b. Candidates' vitae are available on the web page.
 - c. Once the voting member logs onto the website they are asked to provide their username and password or a control code for voting verification. Upon authorization of eligibility and verification that a ballot has not already been cast, the voter is allowed access to the ballot.
 - d. To aid in identification and vote tally verification, each voter is provided a ballot number as part of the voting process.
 - e. Members without a valid user name or password or control code are not allowed access to the ballot.
 - f. Members can contact HQ or the election vendor for their control codes.
 - g. The voter then votes on each candidate by a yes, no, or abstain vote. Write in candidates can be added for each position at the voter's discretion.
 - h. In cases where more than one candidate is being presented for an office, the voter is not allowed to vote for more than one of the candidates, except for Directors, Trustees, and Senators where more than one candidate is selected each year. In the situation where a vacancy is being filled for one of these positions that would result in a shortened term, the candidates with the greatest number of votes fills the full-term positions.
 - i. After voting for all positions on the ballot, the ballot is submitted.

C. Ballot Counting

1. Online Ballot Tally
 - a. Each ballot is tallied electronically.
 - b. The final vote tally is provided to the Teller.

2. Recount
An automatic recount (including manual examination of rejected ballots) shall be performed if the margin of victory for a candidate is less than 1% of the total votes cast for that office.
3. Ties
A plurality of the votes cast is necessary for election. In the case of a tie, the winner is chosen by lot per the Society bylaws.
4. Irregularities in Election Process during Voting
During the period between the time that the ballots are made available and when the ballots are counted, the Teller has the authority to declare an election invalid on the basis of irregularities that are brought to the Teller's attention. Such irregularities may include, but are not limited to, ballots not received by the membership or procedures not followed in ballot preparation or handling. Any member or staff can call such procedural irregularities to the Teller's attention. The Teller then determines, in consultation with the President and Executive Director, whether a reballot or other appropriate action is necessary.

D. Reporting of Results

1. Candidate Notification Process
 - a. The vendor provides results of the vote count to the Teller, who provides them to the President and HQ not more than 7 days after receiving the final report from the vendor.
 - b. The Society President (or their delegate) attempts to notify all the candidates by telephone within 24 hours of receiving the election results from the Teller. If they are not successful in reaching the candidates by phone within 2 days, then they may send an email. The candidates are responsible for providing valid contact information for the time when the ballots are expected to be counted. The President informs each candidate (for a Society position, including Trustees, Senate officers, etc.) of the vote count for all the candidates running for that office. The candidates should be made aware the results of the election are confidential until the announcement is made to the membership.
2. Protest Process
 - a. A candidate may file a protest when they believe the results of an election were wrongfully tallied or otherwise invalid. A protest challenging the results of an election may only be filed by a candidate, and a candidate may only file a protest for the position for which they are running. The protest must be filed in writing with the President within 7 days of the candidate's receipt of the election results. Electronic mail, fax, express mail, or letter is acceptable for filing a protest, but it must be done in writing and within the specified timeline. A phone call is not sufficient.
 - b. The President appoints a special protest review committee to review the protest within 2 days of receipt. The committee consists of 3 or 5 members who are familiar with Society policies and procedures. Candidates and members of the Nominating Committee may not serve on the protest review committee. The Chair of the Nominating Committee may serve on the protest review committee, at the President's discretion. The President serves as the non-voting chair of the protest review committee.
 - c. The protest review committee evaluates only those issues raised in the written protest to determine their validity and seriousness. The committee may determine that the issues raised in the protest are not valid, in which case the

election results stand. The committee may determine that the issues raised are valid, but not serious enough to warrant a re-ballot, in which case the results stand with a recommendation for process improvements. If the committee determines that the issues are both valid and serious, then a re-ballot shall take place. The committee may recommend a re-ballot for one office or for multiple offices. The committee must make their recommendation within 5 business days. The board of directors must then vote on the committee's recommendation within 5 business days.

- d. Board members should not discuss a protest with candidates while the protest review committee is conducting its investigation and deliberations. Candidates impacted by a protest should be given the opportunity to express their views to the protest review committee, and to the entire board if they so desire. Board members should convey their questions and concerns to the protest review committee. This is to ensure that all board members receive the same information, and that all candidates are treated equitably.
- e. A member of the BOD who is also a candidate for office counts towards a quorum at BOD meetings where a protest is addressed but may not participate in board discussions regarding the protest and may not vote on the resolution of a protest. BOD quorum is 2/3rds of the members as stated in the Society bylaws.
- f. Due to the short time frame, there is no requirement to notify the membership of the existence of a protest. If someone asks, they could certainly be told that a protest has been filed, but no details should be released until the matter is resolved. Once the board has determined the resolution of the protest, then the election results should be announced to the membership together with the results of the protest.

3. Announcement of Election Results

- a. Election results are announced by the President to the membership 14 days after the ballots are counted, if no protest has been filed. The results may be announced by email, posted on the Society website and social media, and/or printed in the appropriate Society publications.
- b. If a protest is filed, the results of the election are not announced until after the protest is resolved. The timeline for handling protests is tight and should result in minimal delay of announcement of election results (two weeks).
- c. The Teller sends the Teller Report to the President, Nominating Committee Chair and headquarters (archives) includes the number of votes cast for each candidate, as well as the number of ballots distributed, number of ballots returned, number of invalid ballots, etc. as currently specified in the committee procedure. The Senate Speaker is responsible for ensuring that the Teller report is included on the agenda for the Senate meeting. The report can be presented in person by the Teller or read by the President or the Senate Speaker. An example of the Teller Report is available on the Nominating Committee web site.

Part V – Removals, Resignations and Vacancies

A. Removals

- 1. Removals for Society Officers, Director, or Special Director shall be handled as stated in the Society bylaws. Balloting for removal of a Society will contain the name of the name and position of the person being removed.
- 2. Standing committee chair or chair-elect can only be removed by majority vote from the members of the BOD responding to a ballot requesting removal of that officer from a simple

majority of the standing committee members

3. If a Nominating Committee member is unable to meet the requirements of the position, the Nominating Committee Chair can request that they submit their resignation so that the committee can initiate the vacancy process defined below. If the member does not resign, the Nominating Committee Chair may call for a vote for removal. The Nominating Committee voting members would vote for such removal.

B. Resignations

Resignations for Society Officers, Director, or Special Director shall be done in writing and should include a brief explanation of the situation necessitating the resignation. Resignations for the BOT are outlined in the SWE EFI Bylaws.

C. Vacancies

1. Vacancies in any Board of Directors position is governed by the bylaws. If the bylaws require the vacancy to be filled by membership, the following procedure, using an abbreviated nomination, vetting, and slating process to attain a turnaround stated in the bylaws, will be used.
 - a. With the assistance of the Nominating Committee, HQ publishes a call to the membership to source nominees for the vacant position, which will include clear information about the shortened term limits. The call will expire after 10 days. **Minimum** criteria for nomination documentation should include service resume, work/school resume, contact information for references, nominee statement, and a confirmation statement (i.e., agreement to fulfill the duties of the position, if elected).
 - b. While the call is active, Nominating Committee members may reach out to previous applicants and encourage them to apply.
 - c. Once the call closes, the Nominating Committee vets* the eligible nominees in accordance with the existing procedures using the information provided by the call. The Nominating Committee Chair reserves the right to contact the provided references to collect additional nominee information. Unless deemed necessary by the Nominating Committee, no additional information is collected to support the vetting process. [*Note: If no nominees or only ineligible nominees are received via the call for nominations, the Nominating Committee reserves the right to put forth previously-vetted nominees for slate, given said nominee has provided an updated confirmation statement.]
 - d. Based on the short timeline to fill a vacancy specified in the bylaws, the slate is announced and prepared per Election Process section of this document, with the following exceptions:
 - (1) The 30-day petition period is not viable
 - (2) Members whose dues are current as of the date of the vacancy shall be eligible to vote in the election
2. Vacancies in Senator, Deputy Speaker, or Senate Secretary is governed by the bylaws. If the bylaws require the vacancy to be filled by membership, the following procedure, using an abbreviated nomination, vetting, and slating process to attain a turnaround stated in the bylaws, will be used.
 - a. The position(s) shall be filled by using the same process outlined above for Board of Directors vacancies.
 - b. If the vacancy occurs within ninety days of the end of term, the Society president will appoint a replacement.
 - c. If the vacancy occurs within 60 days to completion of the Society or vacancy

- election, the position may be filled as part of the Society or vacancy election by the membership. If filling the vacancy results in a shortened term, the candidates with the greatest number of votes fills the full-term positions.
3. Vacancies of any standing committee chair are filled by the standing committee chair-elect.
 4. Vacancies for standing committee chairs-elect are filled by their respective standing committee, per the bylaws.
 5. Nominating Committee member vacancies shall be filled by the Board of Directors with nominee(s) being vetted and nominated by Nominating Committee leadership. Any Nominating Committee member who is filling a vacancy will complete the term of the committee member they are replacing.
 6. Vacancies procedures for BOT are outlined in the SWE EFI Bylaws.

Distribution of this Election Manual

Governance section of SWE website

References

ID	Reference Title
1	Society Bylaws - https://swe.org/about-swe/
2	SWE Policy on Campaigning and Endorsement of Candidates (under governance documents) - https://swe.org/about-swe/governance/resource-center/
3	SWE Competency Model- https://swe.org/learning/leadership-competency-model/
4	SWE Nominating Committee Web Page - https://swe.org/about-swe/governance/committees/nominating-committee/
5	Leadership Roles Announcement (under governance documents) - https://swe.org/about-swe/governance/resource-center/
6	Nomination Application for Society Elected Leadership Positions Appendix (under governance documents) - https://swe.org/about-swe/governance/resource-center/

Record of Revision

DESCRIPTION	DATE
1. Reformatted and updated for bylaw revisions and electronic balloting from Peggy Layne 2003 version.	3/7/07
2. BOD Comments for review.	4/25/07
3. Tellers committee information reviewed and updates made.	March 2010
4. 4. Nominating committee policies, procedures, processes updated. Distribution of Teller's report revised to reflect removal of report from membership meeting agenda. Draft watermark and obsolete editing comments removed. Version updated to 3.0.	06/24/2010
5. Nominating committee policies, procedures, processes updated per review comments between 6/30/10 and 9/1/10 from Lampela, Joch, Thomas, Stuart. Version updated to 3.1 by F. Kay on 02/12/11. Version updated to 3.2 by F. Stuart and F. Kay on 06/08/11	06/08/2011
6. Approved by BOD on 6/24/11 with Motion B1162	
7. Added Senate Secretary position to Election Manual to align with Society Bylaws. Revised document to include Leadership Election Task Force recommendations including aligned BOD competency model, mid-term candidates, and candidate interviews. Remove need for Teller's Report to	06/29/2012

	be sent to the Senate, per results going to all members. Version updated to 3.3 by F. Kay and P. Snyder	
8.	Approved by BOD on 8/18/2012 with motion B1311.	8/18/2012
9.	Added Deputy Chair position to manual. Added Collegiate Director position to the manual. Updated Tellers Committee to Tellers throughout the manual. Updated language for Collegiate director election and collegiate voting. Updated Election Schedule to reflect updates in the Collegiate elections.	06/06/2014
10.	Changed the policy on feedback, allowing the FYX+1 Nominating Committee members to see the feedback that the FYX Committee provided to each candidate. Additional clarifications made throughout the document, including updates to the voting and ballot counting sections and appendices.	06/12/2015
11.	Updated the policy to coincide with Society bylaws changes incorporating SWE governance changes.	09/20/2018
12.	Moved all appendixes (except Appendix I) to Nominating Committee Web page. Provided clarity on Selection Procedure Option 1 and Option 2. Formatting edits for consistency.	06/12/2020
13.	Added D&I Statement to Part III, Section B, Call for Nominations	07/01/2020
14.	Added clarifying language in several sections; added BOD, Senate leadership and Senator vacancy procedures; removed paper ballot process; updated notification process; removed restriction that only people who had not been slated could petition; reference to the bylaws was added for specific dates instead of calling all of them out in this document	06/11/2021
15.	Formalized new BOT vetting process. Added additional vacancy process details	08/22/2021
16.	Updated inconsistencies in the process. Align with vacancy bylaws changes	08/05/2022
17.	Updated inconsistencies in the process. Removed reference to member feedback since that has been eliminated. Updated standing committee chair-elect and nominating committee member vacancy processes to comply with bylaws and policies.	08/11//2023

Appendix I – Suggested Election Schedule

Month	Activity	Position(s) Responsible	Notes
May/June	Contact President, President Elect and outgoing BOD members for skill requests / needs of upcoming BOD nominees	Nominating Committee Chair	
	Contact Chair of the Board of Trustees, Speaker of the Senate, and Standing Committee Chairs to obtain their needed skills and requirements for next FY.	Nominating Committee Chair	
July/August	Contact all members to the Nominating Committee and prepare committee roster	Nominating Committee Chair	
	Meet with BOD	Nominating Committee Chair	If requested by BOD, considered a Best Practice
	Face-to-face meeting for the FYXX Nominating Committee the day after the FYXX installation ceremony	Nominating Committee Chair	Depending on schedule and when WEXX occurs. Funding for travel needs to be requested during FYXX-1.
	“Call for Nominations” requesting proposed nominees distributed to members	Nominating Committee Chair	
	Distribute Call for Nominations in the format provided by the Nominating Committee Chair	HQ	Suggest no later than August 15 th for the first call.
	Review nominating process with members via webinar or other mechanism	Nominating Committee	Needed prior to call for nominations
	Maintain service history of members and make available to the Nominating Committee upon request for potential nominations	HQ	
September/October	Receive nominations. Verify candidacy and eligibility.	HQ and Nominating Committee Chair	

Month	Activity	Position(s) Responsible	Notes
	Distribute request for feedback on nominees to Society members.	Nominating Committee Chair	
October to December	Face-to-face meeting for Nominating Committee at Society conference.	Nominating Committee	Depending on schedule and what happens after installation in August
	Conduct virtual interviews or in-person interviews with nominees	Nominating Committee	
	Review, vet, and select candidates.	Nominating Committee	December and January timing
January	Notify nominees and candidates of Nominating Committee decision.	Nominating Committee Chair or Chair-Elect	
	Send Nominating Committee recommended slate with cover letter to headquarters for distribution.	Nominating Committee Chair	
	With the Teller, develop procedure for the election services provider which ensures accurate and unbiased tabulation of election results.	HQ/Teller	
	Identify and contract with the election services provider and manage the provider's performance.	HQ	
February-March	E-mail slate to the BOD, BOT, and Senate, copied to membership.	HQ	By February 1
	Request candidate vitae and statement, and photograph, from recommended candidates. Review for compliance to guidelines	HQ	
	Petitions, candidate acceptances, and candidate statement received by headquarters for petition candidates. Acknowledgment of receipt should be made as soon as material is received and validated. Signatures are validated by headquarters. Acknowledgment is made by the secretary.	HQ/Secretary	See bylaws

Month	Activity	Position(s) Responsible	Notes
	Call for Nominating Committee members are included in the annual call for non-elected Society leaders (committee chairs, coordinators and chair/ coordinator elects)	BOD & HQ; Provide input to BOD & HQ for Nominating Committee member requirements	Process to gather nominees to replace 5 Nominating Committee members
	Verify that all petition signatures are from members in good standing with at least a total of 1% of the voting members as of Dec 31 st with no more than 10% from one section or group, MAL or international members.	HQ	
	Final version of each candidate's ballot information received (including review of petition candidate information by Nominating Committee Chair).	HQ	Varies each year depending on when the slate is announced
	Forward each candidate's vitae and statement to the election services provider (includes review of petition candidate information by Nominating Committee Chair). Provide final ballot for review by the Teller.	HQ	Varies each year depending on when the slate is announced
April	Ensure that a ballot is sent to each voting member.	HQ	See bylaws
	Ballots received and counted	HQ/Vendor	Per bylaws
	Provide the final vote tally to the Teller	HQ/Vendor	
	Audit the vote and verify the tally	Teller	
	Present the Teller Report to the President (for posting on the governance page of the web site), Nominating Committee Chair, and HQ (for archives)	Teller	The Teller goal is to complete the report within 48 hours of receipt of the final report from the election vendor.
	Notify all candidates of the election results	President	

Month	Activity	Position(s) Responsible	Notes
	Announce election results to the membership	President/HQ	Not less than 14 days after the ballots are counted, if no protests filed
May/June	Review and update election manual as necessary.	Nominating Committee Chair, Teller and HQ	
	Forward files to new Nominating Committee Chair and Teller.	Nominating Committee Chair and Teller	
	Vet and Slate Nominating Committee Members (min 5 positions) and provide recommendations to BOD for their approval	Nominating Committee Chair and Members	Provide at least twoweeks prior to BOD4 meeting

End of Appendix I

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