

Nomination Process for the Management Special Interest Group

Updated September 19, 2005

As the Society transforms communities, the Management Special Interest Group (SIG) is formalizing our procedures and taking on more responsibility for the management and finances of our SIG. As a first step toward a formal nomination and election process, we will conduct preliminary elections for Manager, Assistant Manager, and Treasurer.

Positions

The following preliminary job descriptions will allow us to establish a team and begin the process of creating more formal bylaws and policies.

SIG Manager

Responsible for managing and promoting the SIG, recruiting volunteers and appointing committee heads, and completing additional duties as necessary. Must have at least three years as an active Management SIG member, and have held at least one other position in the SIG leadership or on a SIG committee. Generally serves a one-year term, but may run for, and be re-elected to, concurrent terms of office.

Assistant Manager

Serves as backup for the SIG Manager, representing the SIG as needed, and completing additional duties as assigned by the SIG Manager. Generally serves a one-year term, but may run for and be re-elected to concurrent terms of office.

Treasurer

Responsible for managing the SIG budget, coordinating with the Society office regarding financial matters, and completing additional duties as assigned by the SIG Manager. Generally serves a two-year term, but may run for and be re-elected to concurrent terms of office.

Nomination and Voting Procedure

1. The SIG leadership appoints a nominating committee.
2. The Nominating Committee accepts nominations from the membership, and ensures that each nominated candidate meets the minimum required qualifications for each position. Nominations must include a brief biography of the candidate, the candidate's management experience, and the candidate's prior contributions to the Management SIG. The Nominating Committee will recruit at least one candidate for each of the above positions and prepare a preliminary slate.
3. The Nominating Committee will announce the preliminary slate to the general membership via our standard communication mechanisms (such as listserv, newsletter, and website). Should additional candidates wish to come forward,

they will have at least two weeks after the “preliminary slate” announcement to submit their names to the Nominating Committee.

4. The Nominating Committee prepares a final slate, and posts information on the SIG’s special Nominations web page about each candidate's qualifications.
5. The actual voting will occur electronically. The Committee will work with the Webmaster to ensure that all votes are kept confidential. The Webmaster will construct a special web page with the final slate. The Nominating Committee will send an email containing the final slate and the URL of the voting web page and password as appropriate to all members who have been members of the SIG for at least 30 days prior to the date when the final slate is published.
6. The Nominating Committee will tally the votes and announce the winners via our communication mechanisms (such as listserv, website, and newsletter).

Preliminary Terms of Office

In general, the term of office will run from June through May, so that we can install the new officers at the SIG Business Meeting at the STC Annual Conference each year. However, for this, the first year, we intend to have elections in the fall. This means that the terms for each position, for this time only, will run from September through May of 2007 for a total term of 21 months.

Tentative Timeline

These dates are subject to change and are included here as an example only.

August 8th	Announce preliminary slate
August 22nd	Publish final slate, open voting on website
September 5th	Voting closes (page comes down)
September 12th	Nominating Committee announces winners