

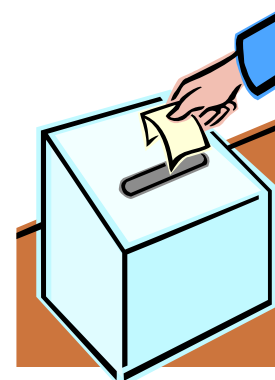
American Chemical Society



# A Tutorial on Best Practices for Election Procedures in ACS Local Sections and Divisions

ACS Committee on Nominations and Elections

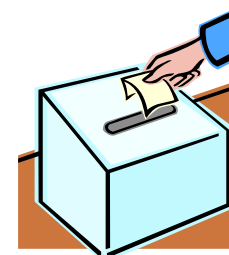
# Local Section/Division Tutorial on Election Procedures



## Key Content Areas:

- Manner of Elections
- Balloting
- Role of Tellers
- Reporting of Election Results
- Vacancies, Election Disputes
- Follow-ups

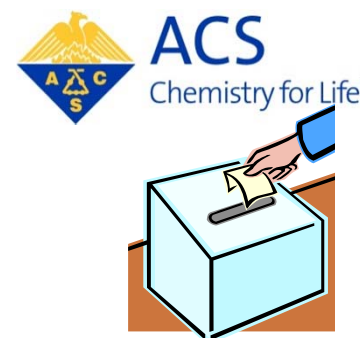
# Local Section/Division Tutorial on Proper Election Procedures



Local Section and Division bylaws govern the election process. Following the bylaws and revising where appropriate, minimizes election disputes and avoids the possibility that an election must be re-run.

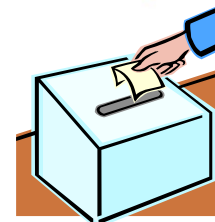


## Manner of Elections



Local Section and Division bylaws should specify that:

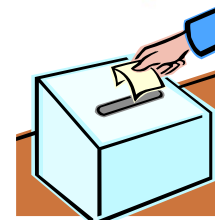
1. Officers, Councilors and Alternate Councilors are elected by members for a specific term. (Local Section Society Affiliates and Division Affiliates do not have voting privileges, nor can they hold an elected position.)
2. A Nominating Committee is required, and by whom and by when the Committee is appointed.



## Manner of Elections

Local Section and Division bylaws should specify:

- How the election will be conducted for officers and Councilors (balloting at a regular meeting, by mail, and/or electronic balloting)
- The opportunity for nomination by petition

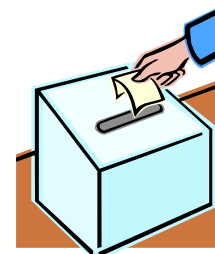


## Balloting

- Balloting should be fair and open to all eligible voters.
- Ballots should include the name of candidates in a predetermined order (bios and statements should also be included).
- Ballots should be returned in a separate envelope with space for a signature.

## Balloting

- Always request a current mailing list for those members eligible to vote. Retain this list with your voting information for one year
- Ballots should not be printed as part of a local section or division newsletter.
- The period for distribution and return of ballots should be clearly stated in the bylaws and strictly adhered to.



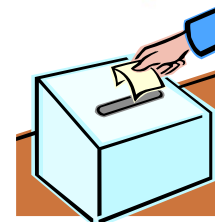
## Balloting

All ACS elections must be conducted anonymously and confidentially

**Anonymous** – The local section/division does not know which members voted in the election

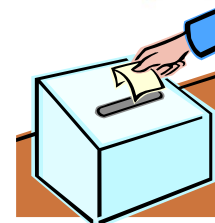
**Confidential** – The local section/division does not know how an individual member voted in the election





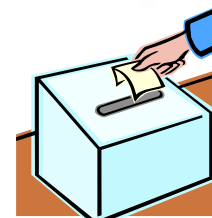
## Electronic Balloting

- Check your bylaw to ensure that the bylaw election information is current and allows for electronic balloting.
- Ensure that words like “mail”, “in writing”, “envelope”, and other similar words are removed from your local section/division bylaws.
- If changes are needed, submit proposed changes to the Committee on Constitution and Bylaws at [bylaws@acs.org](mailto:bylaws@acs.org).
- More details, including vendors, are available at [acs.org/localsection](https://acs.org/localsection) under local section operations/volunteer resources; [acs.org/divisions](https://acs.org/divisions) under officer information/volunteer resources, and in the document “Protocols for Conducting Elections in Divisions and Local Section” at [acs.org/elections](https://acs.org/elections).



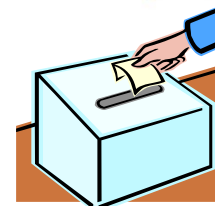
## Role of Tellers

- The appointment of tellers and their roles should be identified in the bylaws.
- Tellers should count ballots, tally votes, determine invalid ballots based on the local section/division's guidelines.
- A method for handling tie votes should be clearly stated and adhered to.
- Tellers should report the vote tally, including rejected ballots to the local section or division secretary or other officer as specified in the bylaws. The report should reach the secretary as soon as possible.



## Reporting Election Results

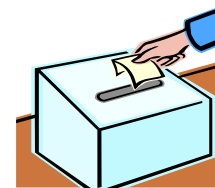
- The secretary or designated officer of the local section or division reports the election results as soon as possible.
- Following the report to the local section, the secretary should report results to the ACS Executive Director ([c\\_vockins@acs.org](mailto:c_vockins@acs.org)) for certification. The deadline for this report is December 1.
- Following the announcement of election results, ballots and a copy of the ballot mailing list should be archived for a period to be specified in the bylaws. The recommended period is one year.



## Vacancies and Election Disputes

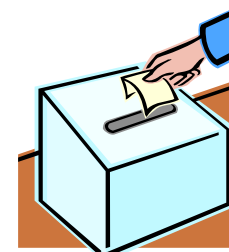
- In the event of a vacancy by an officer or Councilor of a local section or division, a provision should exist in the bylaws calling for selection of an officer in either a succession of an officer, appointment of an officer, or special election.
- Provision for election disputes should be clearly stated in the bylaws. However, if the dispute cannot be settled, it should be reported to the ACS Committee on Nominations and Elections for resolution.
- If in a local section or division election the Committee on Nominations and Elections finds a significant violation of the Constitution and Bylaws provision regulating election procedures, which appears to benefit the winning candidate, the committee may declare the election void and order a new election to fill the vacancy.

## Follow-ups



- Refer to the frequently asked questions (FAQ) document for some of the more commonly asked election questions.
- Follow your bylaws as they pertain to elections in the local section or division. Always review the bylaws prior to the beginning of the election process.
- Update your bylaws as needed by contacting the Committee on Constitution and Bylaws at [bylaws@acs.org](mailto:bylaws@acs.org) or 202-872-4071.
- For election questions, please contact [nomelections@acs.org](mailto:nomelections@acs.org) or call 202-872-4461.

## Reminder



Closely following the bylaws helps ensure that officers are properly in place, and are authorized to act on behalf of your local section or division!

