



## Get to know Your SFMA Election Process

The SFMA election process is straightforward and guided by the SFMA Bylaws and an SOP. That being said, it is a process that not many people know about. The following questions and answers should be helpful in explaining how someone is elected to the SFMA Board of Directors.

### **Who guides the election process?**

The Nominating Committee leads this process, and there is no Board involvement to avoid any appearance of cronyism. Voting members can volunteer for this committee through the annual Committee call for interest, which is available in mid-December through January each year. Per the SFMA Bylaws there must be representation on the Nominating Committee from every category of membership up for election. Because SFMA has a Director At-Large position up for election each year who can be from any voting classification, the Nominating Committee has each voting class represented. The Chair of this Committee is specified by the Bylaws; it is the Immediate Past President.

### **How can members submit their interest?**

SFMA HQ issues a Call for Interest in Board Service yearly to the membership. Those interested fill out a form that includes questions about SFMA committee and other volunteer service (within/outside of SFMA), why they want to serve, leadership qualities they bring to this position, and their vision for the association.

### **What happens next?**

The Nominating Committee reviews all the applications, and in some cases, they reach out to additional candidates, if needed. Qualifications, geographic representation, skills, involvement, and other criteria are assessed. If this information is not known, committee members are assigned to find out that information. This process usually takes two months, and at the conclusion the slate is developed. Those who were interested but not slated are individually contacted by a Nominating Committee Member to thank them for their interest and to explain why they were not slated. The electronic ballot is developed next.

### **How is the election process managed?**

SFMA creates a link to the electronic ballot that is specific to each voting member and sends out that link. Each voting member accesses the ballot through their individual link. After members have selected their choices, they hit "submit". After submitting that the link will not work; thus, the link cannot be used by anyone else. The results are automatically electronically compiled, and SFMA's audit firm, Summers, Spencer & Company, P.A. (SS&C) are the sole keepers of the results link. When voting closes, which is mid-December, SS&C forwards the results link to the Nominating Chair and SFMA headquarters. The Chair notifies the Committee and all on the ballot are notified of the outcomes.

The new Board is introduced to the membership and takes office at the annual meeting, which is usually held at the SFMA Conference and Exposition.