

# STANDARD OPERATING PROCEDURES (SOP)

## Officer Election Process

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### STATEMENT OF INTENT

Outline the process to determine fair voting practices for officers of the Texas Trauma Coordinators Forum (TTCF).

### DEFINITIONS

An **electorate** is the total number of voting members participating in an election. The electorate of TTCF shall consist of all current members present at the meeting in which the election will occur.

An **office** of the organization includes an office of the Board of Directors as identified in the bylaws of the Texas Trauma Coordinators Forum.

A **plurality** vote is the largest number of votes to be given any candidate when 3 or more choices are possible; the candidate receiving the largest number of votes has a plurality.

A **majority** vote describes the circumstance when a candidate polls a majority vote and, if a majority is required, wins the election. A majority is more than 50% of the electorate.

### PROCEDURE

1. The Parliamentarian will chair an ad hoc nominating committee consisting of the President-Elect and a minimum of 3 selected members which will meet on an as needed basis. The nominating committee shall preside over the part of the meeting related to the election.
2. Nominations, including self-nominations, will be taken beginning the 2<sup>nd</sup> calendar year meeting of the general membership meeting until the 3<sup>rd</sup> calendar year meeting of the general membership.
3. Nominations will be submitted via an electronic/online process (i.e. Survey Monkey) and must be open for a minimum of 30 days.
4. The President-Elect or out-going President will notify nominees, verify his/her desire for nomination, and verify eligibility as defined by the position requirements as a member of TTCF.
5. Candidates for office will be announced at the 3<sup>rd</sup> calendar year meeting of the general membership. Nominations may be made from the floor.
6. At the 3<sup>rd</sup> calendar year meeting of the general membership, ballots listing the candidates for office and space provided for a write-in candidate will be distributed to the electorate.

7. The Parliamentarian and nominating committee will collect the ballots, tabulate results, and announce the newly elected officers prior to the end of the 3<sup>rd</sup> calendar year meeting of the general membership.
8. Should the electorate gather in a virtual meeting for the 3<sup>rd</sup> calendar year meeting of the general membership, electronic ballots are permissible. An electronic ballot will be provided to each eligible voter. Electronic ballots are tabulated by the provider of the ballot and verified by the chair of the nominating committee or by appointment by the President. Results of the tabulation will be announced prior to the end of the 3<sup>rd</sup> calendar year meeting.
9. The office is awarded to the candidate who achieves plurality or majority of votes submitted during the time in which the vote is tabulated.
10. Should a tie-breaking vote be required, TTTCF will utilize the President's vote. Therefore, the President's vote is held and only used to settle a tie vote.
11. The newly elected officers will be sworn in at the 4<sup>th</sup> calendar year meeting of the general membership and shall assume office January 1
12. If an office is vacated, the position may be filled during a regular meeting of the general membership using these election procedures outside of the specified calendar timeframe.

## **REFERENCE**

Robert's Rules of Conduct

## **AUTHORS**

TTTCF Strategic Planning Committee

## **DATE**

January, 2003 - Written

February, 2009 – Revised

March, 2017 – Revised

March, 2018 – Revised

June, 2019 – Revised

May, 2021 – Revised.

February, 2023 - Reviwed