

**Policy/Procedure on the Election for Members of SAPA Board of Directors**

(Approved by the SAPA Board of Directors Meeting on December 10, 2022)

**1. Scope**

*The Board of Directors (BD) shall consist of SAPA President, Immediate-past President(s), and elected BD members.* Based on the SAPA Bylaws, this policy/procedure regulates candidate qualification, chapters' representation, and election procedures for "elected BD members". When a SAPA Immediate-past President finishes 3-year service term in the President's Office during a non-election year for the BD, the SAPA Immediate-past President shall continue to be a member of the BD until that BD term ends and then can participate in the next BD election as a regular nominee/candidate in accordance with this policy/procedure.

**2. Policy #1 – Candidate Qualifications**

- 2.1 *"Elected BD members" shall be SAPA members with long-term leadership in and service to SAPA.* The candidate should have a minimum of 5 years of active services in SAPA headquarters' or a chapter's leadership team including a minimum of 2 year membership in SAPA EC/BD/AC. For former SAPA vice presidents (chapter presidents), a minimum of 3 years of combined services in SAPA headquarters and in the chapter's leadership team is allowed.
- 2.2 *"Elected BD members" are not concurrent members of the elected SAPA Executive Council (EC).* If an elected EC member is elected to the BD, he/she should resign from the EC. *"Elected BD members" are subject to biannual elections and may be re-elected without term limits.* A BD member shall resign from BD when he/she becomes SAPA President-elect.

**3. Policy #2 – Chapters' Representation**

- 3.1 *"Elected BD members" shall have representation from regional chapters.* Each chapter shall have 2 seats in the BD. For each chapter, full, partial, or no occupation of the 2 seats (the seat allotment, n) for each term depends on then availability of qualified candidates (see 2.1 for candidate qualifications): i) no seat is occupied (n=0) until a candidate is qualified; ii) 1 or 2 seat occupation (n=1 or 2) may be allowed by non-differential voting as a one-time only special case if only 1 or 2 qualified candidates are available; iii) 2 seats are occupied (n=2) by differential voting with n+1 final candidates selected from 3 or more qualified ones.
- 3.2 As a new chapter is established with independent seats in the BD, the seat allotment (n) for the headquarters including all regions except chapters (HQ, the same applies hereafter) may be appropriately adjusted (e.g., n=8 for HQ in 2004/2005).
- 3.3 Any chapter that has been established for 20 years shall be allowed to nominate one (1) extra BD candidate (the "Chapter BD Nominee") to join the pool of BD candidates nominated by HQ (collectively the "HQ BD Nominees"), from which the BD Election Committee shall select final candidates (the "HQ BD Candidates") to be listed in the ballot for the BD election. Selection of the HQ

BD Candidates from the HQ BD Nominees, including the Chapter BD Nominee, shall be solely based on qualifications of the individual Nominees.

#### 4. Election Procedures

- 4.1 *“Elected BD members” shall be elected every two years via ballot by the entire voting SAPA membership at the beginning of each term.* According to the SAPA Bylaws and this policy/procedure, the BD election committee shall implement the voting process.
  - 4.1.1 SAPA President, SAPA Immediate-past President, and SAPA BD Chair are co-responsible for completion of the election by the SAPA membership within 3 weeks after the final BD candidates are received from the Nomination Committee.
  - 4.1.2 The election of BD members from the HQ BD Candidates shall be conducted on at least n+1 final candidates for HQ’s n seats of allotment (e.g., n=8 for HQ in 2004/2005). For BD members nominated by each chapter, the election shall be conducted with separate slates of n+1 or n final candidates for the Chapter’s n seats of allotment (see 3.1). Any modifications of the BD seat allotment numbers “n” for HQ or Chapters shall be decided by the SAPA Board of Directors.
  - 4.1.3 The “elected BD members” are those final candidates who receive the highest membership votes from the differential voting. For any candidate subject to a non-differential voting, a simple majority of membership votes are required for the candidate to become an “elected BD member”.
- 4.2 *The candidates shall be nominated by SAPA President, Immediate-past President, President-elect, Vice Presidents, and members of the currently existing BD (Nomination Committee).* According to the SAPA Bylaws and this policy/procedure, the Nomination Committee may rule on any cases with regard to the nomination matter.
  - 4.2.1 The Nomination Committee, co-chaired by SAPA Immediate-past president, SAPA president and SAPA BD chair, is responsible for the final candidate selection within 6 weeks after the new SAPA EC is established. The Committee evaluates the qualification of all candidates recommended from HQ and from each chapter, and makes the final confirmation on the final candidates. A candidate who is rejected by 2/3 majority of the Nomination Committee shall be replaced by another candidate from the recommending chapter or HQ.
  - 4.2.2 HQ’s candidates are first recommended by EC/BD/AC members from HQ, and decided by the Nomination Committee members from HQ (co-chaired by SAPA Immediate-past president, President, and/or BD Chair). The list of recommendation (see 3.2 for n+1 candidates) is then submitted to the Nomination Committee for final confirmation.
  - 4.2.3 Chapter’s BD candidates are first recommended by each chapter’s leadership team (EC+AC) co-chaired by SAPA Vice President and the Nomination Committee members from the chapter. The list of recommendation (see 3.1 for n+1 or n candidates) is then submitted to the Nomination Committee for final confirmation.

5. Amendment

This policy/procedure may be revised if the SAPA Bylaws is amended or by a motion supported from 2/3 majority of the BD members.