

GUIDELINES FOR ELECTIONS AND CAMPAIGNING FOR TSHA OFFICES

These procedures (guidelines) were developed in order to ensure fairness and equality of opportunity in seeking to be elected to an office of the Texas Speech-Language-Hearing Association. Members of the Association may nominate themselves to serve as a Vice President or President or members can be nominated by another member to serve as Vice President or President provided that the nominated member has been notified and is agreeable to serve if elected. Members who are willing to serve at a future date may indicate the year in which they would like to run for an office in order to be added to a pool of potential candidates. These procedures shall apply to all aspects of the election process including but not limited to nominations, campaigning, and elections. A copy of the guidelines will be sent to all candidates and they will be asked to abide by these guidelines.

1. A member can be a candidate for only one elective Executive Board office at a time. No more than 2 candidates will be selected for each office. Every candidate will be vetted by the Nominations and Election Committee.
2. The Executive Board of TSHA, as the governing body of the Association, should be viewed as nonpartisan. Board members may not endorse candidates for any TSHA office.
3. Within 4 weeks of being notified by the Chair of the Nominations and Elections Committee of his/her nomination for office, each candidate will submit to the Chair the following: a. Biographical data in a format prescribed by the committee. b. A position statement of no more than 500 words and a 50-word synopsis, which will be used on the Convention poster. c. An electronic photograph which may be used on the voting ballot, the website, the convention poster and the keynote power point presentation.
4. The Chair of the Nominations Committee and the President will be aware that some candidates may have more visibility than their opponents and will work to make this as equitable as possible. To increase the visibility of each candidate, TSHA will provide the following opportunities for campaigning during the Annual Convention.
 - a. Each candidate will be given a special identifying ribbon that can be attached to his/her convention badge.
 - b. Each candidate will be introduced to the membership at the annual business meeting at the annual Convention and at the Opening Session. To save time, pictures of candidates may be displayed on the same power point presentation on which Executive Board members are introduced.
5. If they wish, a forum to allow interested members to “Meet the Candidates” may also be provided. Each candidate may be scheduled for an exclusive time at an election table and allowed to respond to questions from members during that time period. Times of those scheduled meetings will be posted on the election easels and on other flyers distributed throughout the Convention area.
6. Following the Convention the information gathered from each candidate (biographical data, position statement) and picture will be made available to voting members with the election ballots.

7. Candidates for office may purchase the TSHA mailing list for \$50.00.
8. Two weeks following Convention, the dates for the election should be set and members should be notified of the dates of the election and the slate of officers for consideration. The voting period should be two-three weeks long and the Chair of the Nominations Committee and the President should set the dates. Members should be instructed to review biographical information on the TSHA website.
9. Voting should take place electronically with every effort to ensure that the voting website is State Office secure. The Chair of the Nominations Committee and the President should work with the State Office to make sure that this is accomplished.
10. Email blasts to remind members to vote should be emailed on the day that the electronic voting is open; follow-up email blasts should be sent at intervals as a reminder to vote. A final reminder the day or week before the electronic voting closes should be sent to the membership.
11. It is the President's responsibility to report the results of the election to each nominee and to ensure that the results of the election are published in the next Communicologist. It is recommended that within 2 weeks the President write a personal note to each candidate (elected and not elected) thanking him/her for being willing to serve. (JUNE 1990) (JUNE 1992) (OCTOBER 1994) (OCTOBER 1995) (JUNE 1998) (JANUARY 2008) (JULY 2010) (FEBRUARY 2014) (October 2018) (February 2020)