

PAM Practices Manual: Nominations and Elections

See also the [PAM Division Governing Document](#).

Nominations and Elections Committee

[formerly the Nominating Committee; name changed and charge revised by PAM Executive Board 8/25/2008]

The Nominations and Elections Committee comprises 3 members, one each appointed by the Secretary, Treasurer and Past-Chair. The chair of this committee shall have been a member of the previous year's committee. No member of this committee can be a member of the Executive Board. The Nominations and Elections Committee is responsible for developing a slate of candidates and running the election of officers for the PAM Division (Chair-elect, Treasurer, Secretary).

Procedures for Nominations and Elections

Elections are conducted electronically in the fall of each year, in time for results to be announced in the November issue of the *PAM Bulletin* and for the newly-elected officers to take office in the new calendar year (and, usually, attend the January leadership meeting). Electronic balloting will follow the practices established by SLA. *[revision approved by PAM Executive Board 8/25/2008]*

The Nominations and Elections Committee works in late summer/early fall to propose a slate of officers for the upcoming year. The slate consists of a Chair-Elect and either the Secretary or Treasurer, the latter two offices to be filled in alternate years. The committee normally puts a call for nominations on PAMnet and into the August *PAM Bulletin*. The committee develops a list of candidates and determines their willingness to serve. Traditionally, only one nominee is proposed for each office.

Election procedures established fall 2008: use SLA's SurveyMonkey account, Physics-Astronomy-Mathematics Division folder. Use SurveyMonkey's email invitation system to send invitations to the list of PAM members' email addresses; each invitation contains a unique link that is guaranteed to only ever record a single response. (A separate email may need to be sent to members who have previously taken SurveyMonkey's option to opt out of all future surveys.) Disable tracking as much as possible, to make the vote close to anonymous. Set a reasonable time period for response, and send announcements and reminders to PAMnet and/or individuals.

Analyze the election results, notify the candidates, and report the results to the Board and the membership via PAMnet as well as the November issue of the *PAM Bulletin*.

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Last updated: July 28, 2009