

PFA Nominations and Elections Committee

Mission: The Nominations and Elections Committee oversees the annual elections process and is responsible for communicating with active PFA members regarding election procedures, collecting “Willingness to Serve” forms, and conducting the vote at the fall bi-annual membership meeting.

Standard Operating Procedures

Prior to Election

- The Nominations and Elections Committee, in conjunction with the Communications Committee, will notify PFA active members of the required qualifications necessary to run for office with each office’s description and responsibilities. This notification will be made thirty (30) days prior to the fall bi-annual membership meeting.
- The Nominations and Elections Committee, in conjunction with the Communications Committee, will publish the list of nominees for offices one week prior to the fall bi-annual membership meeting.

Election of Council Members

- The president will preside at the election.
- During the check-in process, the secretary will distribute a list of candidates for the positions, verify the standing of the voting members, and issue a green card to one representative of each PFA family membership. Each family membership equals one vote.
- The president will open the elections and confirm that voting members have a list of candidates and a green voting card.
- The president will call for nominations from the floor.
- For Executive Board positions:
 - 1) An unopposed candidate is elected by acclamation; no election is necessary.
 - 2) If candidates have opposition, each candidate may present a brief (one minute) statement.
 - 3) Candidates will leave the room during the vote, but may give their green card to someone else to vote for them.
 - 4) Election will be by show of cards with the majority carrying the election. If three or more candidates are running for a position, the candidate with the lowest number of votes will withdraw from candidacy and voting will continue until there is a majority candidate.
- For At-Large Council positions:
 - 1) If six or fewer candidates are running for the six positions, membership will vote on all candidates at one time, ensuring that at least one candidate represents the cadet population and at least one candidate represents the non-cadet population.
 - 2) If more than six candidates are running for the six at-large positions, follow the procedure listed above for candidacy of three or more persons running for an executive board position.

Revised: November 10, 2014