

Policy/Procedure on the Election for Members of SAPA Board of Directors*
Approved by the BD Election Procedure Special Team (January, 2005)

1. Scope

The Board of Directors (BD) shall consist of SAPA President, Immediate-past President, and elected BD members. Based on The SAPA Bylaws, this policy/procedure regulates candidate qualification, chapters' representation, and election procedures for "elected BD members".

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 year 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 year combined services in SAPA headquarters and in the chapter's leadership team may be 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 annual elections and may be re-elected without term limits.*

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).*

4. Election Procedures

- 4.1 *"Elected BD members" shall be elected annually by the SAPA EC at the beginning of each term. According to The SAPA Bylaws and this policy/procedure, the EC may rule on any cases with regard to the election 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 EC within 3 weeks after the final BD candidates are received from the Nomination Committee.
 - 4.1.2 The election by the EC is conducted on HQ's n+1 final candidates for n seat allotment (e.g., n=8 for HQ in 2004/2005). For each chapter, the election by the EC is conducted with separate slates of n+1 or n final candidates for n seat allotment (see 3.1).
 - 4.1.3 The "elected BD members" are those final candidates who receive the highest EC votes from the differential voting. For those candidates subject to the non-differential voting, a simple majority of EC votes are required for them to become the "elected BD members". If a BD candidate is also an EC member, he/she should be excused from voting.
- 4.2 *The candidates shall be nominated by SAPA President, Immediate-past President, President-elect, Vice Presidents, and members of the exiting 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 police/procedure may be revised if The SAPA Bylaws is amended or by a motion supported from 2/3 majority of the BD members.

*sentences from The SAPA Bylaws are denoted as the *Italic* font in the text