



# NYAPT

NEW YORK ASSOCIATION FOR PUPIL TRANSPORTATION

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**RESOLUTION:** 2003-006-M  
**SUBJECT:** Election Protocol  
**DATE ADOPTED:** December 6, 2003  
**AMENDED:** 3/11/06, 12/4/2010  
**REVIEWED:** 12/4/2010

### Purpose

This resolution establishes policy and practice related to the management of the election of NYAPT officers as provided in the NYAPT By-laws.

### Nominations

An individual seeking to be a candidate shall submit a letter to the NYAPT Immediate Past President officially stating their candidacy for the specific office.

There is no requirement in the NYAPT by-laws for a seconding nomination, except for nominations that are offered from the floor at the appointed time during the annual meeting.

### Identification of Candidates

Each announced candidate is required to provide the following to the NYAPT central office

- a recent photo that can be used in publications and on the NYAPT website as the elections process proceeds;
- name, title and affiliation as it will appear in official publications and on the NYAPT website;
- a brief biography or resume for publication on the NYAPT website and in the NYAPT newsletter and related publications.

### Nominations Process at Annual Meeting

- At the NYAPT Annual Meeting, the President will open the nominations process and all nominations received by the immediate Past President will be entered. The President will then call for any nominations from the floor for each office for which there is to be an election. Upon completion of that process, the President will seek motions to close nominations for each office.
- Once nominations are closed, each candidate will be give a short presentation to the membership of the Association. The candidates will appear alphabetically in the

following order: (1) candidates for Secretary; (2) candidates for Treasurer; (3) candidates for Vice President; (4) candidates for President-elect. Each presentation shall be time-limited to not more than five (5) minutes in order to ensure fairness.

#### Election Time Period and Location

- NYAPT Elections will be held between 1:00 p.m. and 3:00 p.m. in conjunction with the Trade and Exhibit Show. Any change in this date or these times will be officiated by the NYAPT Board of Directors.
- \* The voting booths will be located in an area inside or adjacent to the Trade Show for ease of access for candidates and voting members.
- Members of the Membership Services Committee will be available to provide validation of voter eligibility and related support for the election booths.
- The current membership database will serve as the basis for determining eligibility for voting, and will include those members approved by the Board of Directors at least thirty days prior to the vote.

#### Tabulation of Results

- The results of the elections will be tabulated using tapes taken from the voting booths, in the same fashion as would happen in a public election. In the absence of an electronic voting machine, paper ballots shall be used and the tally of those votes carried out by the Chair of the Membership Services Committee and the Executive Director. Only two persons (the Executive Director and the Membership Services Chair) will tabulate the results and seal them until the time that they are made public.

In the case of absentee ballots, the Membership Committee's Election Subcommittee with the Executive Director shall count and verify the absentee ballots in accordance with the provisions of Resolution 2003-004. Each candidate shall be entitled to have one representative present for the counting of the absentee ballots.

#### Announcement of Results

- The results of the elections will be announced at a general session of the Annual Conference immediately following the end of the Trade Show. There will be a brief meeting with all the candidates prior to the public announcement to share the results. This will ensure that the candidates are aware of the results and are not required to react in public.

#### Oath of Office

- The new officers and the Board of Directors will be sworn in at the continuation of the Annual meeting convened prior to the close of the Annual Conference. Each winning candidate should plan to attend and be part of that important ceremony.

## Posters and Promotions

The following outlines rules for the display of posters and flyers at the host facility for the Annual Conference. Candidates are asked to please adhere to the following guidelines and to inquire of the Membership Services Committee Chair for any questions or problems:

- Flyers and posters may be displayed on glass and metal surfaces ONLY in the hotel; do not affix posters or flyers to the wallpaper and fabric walls in the hotel.
- There will be no displays in general session and workshop rooms and classrooms.
- Standard flyers (e.g., 8.5 x 11, or 8.5 x 14) and posters (up to 17 x 24) should be applied with tape. No materials should be tacked, nailed or stapled into the walls.
- Candidates' materials (brochures, etc.) may be inserted into the conference materials that will be collated for attendees but must be provided to central office staff before June 15<sup>th</sup>. These materials may also be displayed at the registration area in a reasonable container, but should not be prominent or interfere with the registration process.
- Staff and the Membership Services Committee chair reserve the right to require changes in displays that do not satisfy these considerations.
- Posters and flyers and other materials should be tasteful and should not contain personal commentaries on or attacks of opposing candidates.
- All candidates should refrain from defacing or destroying the posters and promotional materials of other candidates -- and to encourage their supporters to abide by this requirement. There is no place for such conduct in a professional association.
- All candidates will be responsible for removing and otherwise cleaning up their promotional materials, posters, flyers, etc., by noon on the day of the elections.

## Mailing Lists

- Candidates may request and receive the NYAPT mailing list electronically for use in mailing to the entire membership. Candidates should request the membership mailing list by making a written request to the NYAPT office. Preparation and transmittal of the mailing list will be subject to a \$50.00 fee.

## Website Placement

Each candidate will be afforded the opportunity to share a photo, bio and brief statement that will be posted on the NYAPT website on June 1<sup>st</sup> prior to the election. These materials must be submitted by the candidate to the NYAPT office no later than May 15<sup>th</sup>.

## Voting/Absentee Information

The NYAPT By-laws allow for absentee/mail ballots. The Board of Directors has approved a policy/procedure for such voting. A copy of that policy resolution (#2003-004, or as amended) shall be provided to all candidates for their information and reference.

#### Eligibility for Voting

The NYAPT by-laws provide that only active members are eligible to vote in NYAPT elections. The by-laws further state that, in order to be eligible to vote in an election, a member must have been approved as an active member by the Board of Directors not later than thirty days prior to the date of the election.

For purposes of reference, the official NYAPT data base will serve as the basis for determining active membership status and will include those members approved as Active members by the board at least 30 days prior to the election.

All other individuals will be ineligible to vote in the election of officers ballot, whether by mail or in person.

#### Other Questions/Concerns

- Any questions on the specifics or intent of this resolution should be referred to Membership Services Chair, or to the NYAPT Executive Director. All questions asked and answers provided will be shared with each of the candidates so that all have access to the same information.

#### Distribution

A copy of this resolution shall be published on the NYAPT website and shared with each candidate for office upon receipt by the immediate Past President of a letter stating their candidacy.

#### Effectiveness

This resolution shall remain in effect until amended or repealed by the NYAPT Board of Directors.