

STANDARD OPERATING PROCEDURES

Addendum 2 rev.2

MIDWEST AREA BIOSAFETY NETWORK, Inc. (MABioN)

ELECTION PROCESS

I. PURPOSE

1. This procedure describes the time line for the Midwest Area Biosafety Network, Inc. (MABioN) election process and is necessary for establishing and implementing an effective method to nominate candidates for elected offices, distribute ballots and tally votes for newly elected Executive Council members.

II. SCOPE

1. This procedure and any proposed changes shall be subject to approval by the Executive Council of MABioN as per the MABioN By-Laws.

III. PROCEDURES

1. Call for Nominations

a. Nominations are opened March 1 of each even numbered year for the offices of President-Elect, Secretary, Treasurer and two Councilors-at-Large. MABioN members are encouraged to nominate at least one and as many as three members for each post. Members of the Executive Council must be nominated by at least two (2) full members of the Association and shall be elected by closed ballot vote of the membership (with a plurality of those voting) for a term of two years.

b. The Past-President distributes a Call for Nomination to all MABioN members on February 1 with the nomination period closing on March 1.

2. Ballots

From February 1 through March 1, the nominations for office are tallied by the Past-President and the candidates are announced to the Executive Council for placement on a ballot. The Past-President distributes the ballots to all MABioN members on March 15. Completed ballots are then received by the Past-President until April 15, at which time the Past-President counts the ballots.

3. Election Results

Election results are announced at the Annual Midwest Area Biosafety Network, Inc. Symposium. The new Executive Council is installed during the business meeting.

| <u>Date</u> | <u>Election Element</u> |
|--------------------|---|
| February 1 | Call for Nomination distributed to members. |
| March 1 | Nominations open for offices of President-Elect, Secretary, Treasurer and Councilor-at-Large. Nominations close. |
| March 15 | Ballots distributed to members. |
| April 15 | Ballots received by Past-President. |
| July | Election results announced at the Annual Midwest Area Biosafety Network, Inc. Symposium. New Executive Council installed. |

IV. INSTRUCTIONS FOR NOMINATION

1. Pursuant to the MABioN Bylaws, nomination of a candidate for the Executive Council must be by two members in good standing, one of which may be a self-nomination. This can be accomplished by potential candidates accumulating signatures from current MABioN members. A person may be nominated by email, surface mail/signatures, or a combination of the above. Given below are the particulars for each type of nomination:

- a. Surface mail: Original signatures must be received by the Past-President prior to the close of nominations; faxed copies of signatures will not be accepted. A nominating petition may have one or two signatures of members in good standing, however a total of two signatures are required for a nomination to be official.
- b. Email: An email from a member in good standing will be accepted as one member's nomination. The email address must be one currently registered with the MABioN Secretary. Each email will count as one signature, that is, a candidate cannot have multiple members submit their nominations on a single email. The email address will count as the nominee's signature. A nominee may not use another's email address to send his or her nominating petition.
- c. Combination: Any combination of emails and signatures may be used to reach the minimum of two nominating members.

2. All nominations must be received by the Past-President by March 1 of an even numbered year.