



NOMINATIONS COMMITTEE

Standard Operating Procedures

DIRECTIVE: To seek Diplomates who are qualified and willing to serve ABFDE and the forensic document community as a Director. The Nominations Committee will cull the list to the appropriate number of candidates whose names will be placed on the ballot for the General Election.

1. Committee Appointments

- 1.1. The President contacts the Committee Chair when a Board vacancy occurs that must be filled by a General Election and not by the ABFDE Directors.
- 1.2. The Chair should contact two other Diplomates to also serve on the committee. These people should be from different geographical areas of the country from each other and from the Chair.

2. Candidate Criteria

- 2.1. The Chair should review the current Directors and inform the other committee members of the current geographical distribution of the Directors and how many are in the public and private arenas. An effort should be made to maintain a wide geographical distribution of the Directors and a balance between public and private examiners.
- 2.2. The Chair maintains a list of possible candidates for elections. The Chair or each of the committee members should, upon review of the available Diplomates, submit names for consideration for nomination as Director to be added to the list.
 - 2.2.1. The Chair and/or the committee members contact the Diplomates from the list of possible candidates to determine if they are willing to serve.
 - 2.2.2. Upon review of the submitted names, the Chair provides the other committee members with the list of names for consensus of being included on the ballot.

3. Ballots

- 3.1. The Chair contacts the people who have been selected for nomination and instructs them to provide their bio material and picture to the Chair.
 - 3.1.1. Upon receipt of all bios and pictures, the Chair contacts the Secretary and provides the names, bios, pictures, and election information.
 - 3.1.2. The candidates' bios and pictures will be presented with the ballots.
- 3.2. The Chair contacts the ABFDE webmaster to establish an on-line ballot page on www.ABFDE.org. A printable ballot will be included via email from the Secretary for those Diplomates who prefer to mail a ballot to the Administrative Office.
 - 3.2.1. Each on-line and paper ballot should have the name of each candidate, a place for a write-in candidate, places to put a check mark prior to each name, and instructions on how to handle the ballot. These instructions should be something in the nature of the following:

“This election is being held to fill a vacant position or upcoming vacancies on the ABFDE Board of Directors. Please vote for (specify number) of the following candidates. If you wish, you may enter the name of a write-in candidate if that candidate has agreed to serve. Any ballots returned after the deadline or without a Certificate number *will not be counted*.”
- 3.3. All ballots are forwarded to the Administrative Office of ABFDE.
- 3.4. When all on-line and paper ballots have been returned to the Administrative Office, they are forwarded to the Nominations Committee Chairperson, who counts the votes. Envelopes postmarked after the deadline date will be rejected. The on-line ballot page will be closed at midnight, Pacific Standard Time, on the deadline date.
- 3.5. The Chairperson contacts the ABFDE President to relay the name of the candidate(s) that received the most votes in the election.
- 3.6. The Chairperson forwards the ballots to the ABFDE President, who recounts the ballots.
- 3.7. Once the ballot count has been confirmed, the President then contacts each person to inform them of the results and insures that they are still willing/able to serve.
- 3.8. The President keeps the ballots for thirty days, after which they may be destroyed.