

TUG Election Procedures

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1 Background and history

Prior to 1991, elections were held during the business meeting of the TUG annual meeting. According to the Bylaws in effect at the beginning of 1991, elected positions comprised four officers: President and Secretary (to be elected in one year of a two-year cycle), Vice President and Treasurer (to be elected in the alternate year). Members of the Board of Directors were appointed by the Board, not elected.

Discussion began in September 1990 concerning the possibility of having all Directors elected by the full membership, and conducting elections by mail to ensure equal rights for all members. At the March 1991 and July 1995 Board meetings, relevant changes to the Bylaws were approved, among them

1. reduction of the size of the Board to 15 elected Directors, plus the President, plus the non-elected (international) Special Directors (these Directors were the Presidents of other T_EX-based membership organizations: GUTenberg, DANTE e.V., UKTUG, etc.; this position was eliminated in 1995, as the number grew disproportionately in relation to the number of elected Directors);
2. a requirement that the Vice President, Secretary and Treasurer be current Directors, and a provision that they be appointed by the Board rather than elected by the membership;
3. provision for election of these 15 Directors and the President by written mail ballot.

An Election Procedures Committee was appointed to develop procedures for TUG elections and to devise a plan for implementing the first by-mail election in 1991. The first draft of the procedures in this document was the result of that Committee's work.

After the first election and Board meeting, some flaws in the procedures and weak points in the underlying philosophy became obvious. An ad hoc committee was assigned to propose revisions based on current experience. Two principal changes were made. The first was to provide for a full Elections Committee rather than one with responsibility only for Election Procedures. The second change was to the schedule, moving the start of the term of office from January 1 to the beginning of the annual meeting of the Board of Directors, permitting the first meeting of the incoming Board to occur at the annual meeting. Interim procedures, to span the two years needed to complete the terms of incumbent officials, were provided.

Although approval of the procedures failed to be placed on the Board agenda for several years, the procedures were followed and further modified to deal with previously unforeseen contingencies that did occur during election cycles through 1995.

The procedures that governed the 1995 election were adopted by the Board at the 1995 meeting (Motion 95-7). At that same Board meeting, the proposal was set forth to change from an annual to a biennial election schedule, in part to decrease the expense, and to change the length of the Board term to four years, with the term of the President remaining at two years. After discussion, it was decided to remain with the annual schedule for the 1996 election, and include a referendum on that ballot to adopt the change or not. In the event, not enough candidates came forward in 1996, and no referendum was held. At the 1996 meeting, and by e-mail following the meeting, the intention to institute a biennial schedule was affirmed, and the 1997 election was announced on that basis.

A number of election cycles passed with no need for a ballot, since the number of nominees did not exceed the number of open positions, and no referenda were pending. The possibility of

electronic voting was raised, but it was not until a members area was established on the TUG web site that this became feasible. In 2015, an election was required, as there were two candidates for president; electronic voting was employed, and this experience has informed the subsequent update.

Further modifications since 2015 are minor, as follows:

- Regularization of the electronic voting procedure, with paper ballots available only on request from the TUG office or by download from the online TUG voting area.
- Clarification of a candidate's eligibility, in particular for the case of a joint member.
- Specification that Directors from both election cycles must be present on the Committee.
- Updating of the election schedule as appropriate.

This draft of the procedures is intended to become operational for the 2019 election, upon adoption by the Board.

2 Introduction

These election procedures are empowered by Article VII, Section 5, of the T_EX Users Group Bylaws. Changes to these procedures require approval by the TUG Board of Directors in order to take effect.

2.1 Scope

These procedures shall govern all aspects of elections for those TUG offices for which a formal ballot is mandated by the Bylaws, and for any other purpose (such as referenda) for which a ballot is required. Aspects covered include scheduling, announcements, nomination requirements, ballot preparation, qualifications for voting, tallying of ballots, certification and announcement of results, and fallback procedures in the event of an insufficient number of candidates.

These procedures must conform to the TUG Bylaws; in case of conflict between these procedures and the Bylaws, the Bylaws govern.

2.2 Definitions

The following definitions apply:

AGM The business meeting, as opposed to the annual technical conference.

Ballot form This form contains, for each office to be voted on in the current election, a list of candidates, ordered by lot, with a marked area by each candidate's name to be selected by the voter. The form may also contain a list of referenda, with two options for each referendum listed, one labeled "Accept" and the other "Reject", to be selected according to the voter's preference. A printed ballot, to be returned by postal mail, will be available upon request to the TUG office, or downloadable from the online TUG voting area. Marks on the printed forms or electronic selections will be tallied by the teller to determine the outcome of the election. The ballot form as distributed will not carry any means of identifying a particular voter.

Ballot materials The ballot materials consist of a ballot form and an information brochure.

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Candidate A candidate for an elected TUG office is a current member of TUG who meets the qualifications for the office sought and has been nominated for that office in accordance with these procedures.

Committee An Elections Committee, appointed by the TUG Board of Directors, is responsible for overseeing the conduct of elections, for maintaining these procedures, and for other tasks as specified herein. Directors from both election cycles (the two-year alternating schedule for the four-year Board terms) must be present on the Committee.

Committee chair The chair of the Elections Committee may delegate responsibilities to any other member of the committee or Board member as appropriate to ensure that a task is carried out on schedule. Tasks not requiring Board authority may be delegated to the TUG office. Any duty ascribed to the chair may be carried out by such an appointee.

Current member A current member of TUG is a named individual whose dues are fully paid for the year in which the election is held. Institutional members must have named specific individuals in order for those individuals to be eligible to participate in elections or referenda. A generic name such as 'Library' does not qualify as a current member for election purposes. Current membership is a minimum requirement for eligibility to be nominated for office or to cast a ballot.

Fallback procedure In the extraordinary event that no candidate for President comes forward to be placed on the ballot, voting for Board members will proceed as planned, but the period for announcing candidacy for President will be continued through the beginning of the annual conference. Candidates for President will then make their statements in person to the membership at the AGM, after which the voting will take place.

In good standing This means that a member's dues have been paid for the period specified. For a member signing for a candidate, it is the year in which the form is signed or, in the case of a candidate, both the year in which the form is signed and the year in which the office will take effect.

Joint members of TUG and another user group are also in good standing if their dues have been paid for the previous membership year, and they have confirmed that they will continue their joint membership in the current (election) year. (Rationale: often joint membership payments between user groups do not happen until late in the year, so requiring that they be remitted to TUG by the nomination deadline would not be reasonable.)

Information brochure The information brochure is an overview prepared for distribution to members as part of the ballot materials. It is intended to provide sufficient information about each candidate and/or referendum to permit voters to make an educated choice. For each candidate it identifies the office sought and contains a passport-style photograph, a biography and a personal statement provided by the candidate. Specific requirements concerning the biography and statement appear elsewhere in these procedures. For each referendum, the brochure contains the full statement of the question to be voted on along with the statement of support submitted with the question and a statement giving the position of the Board, if different.

Nomination petition A completed nomination petition is the method by which a candidate may be nominated for office. A nomination petition form will be made available, both published in *TUGboat* and online, for every election.

Office TUG elective offices are those of President and Director. Other offices (Vice President, Secretary, and Treasurer) are appointed by the Board of Directors. (Bylaws, Article VII, Section 4.)

Teller The teller for an election is the disinterested person or organization that certifies and counts the ballots, tallies the votes, and delivers the results to the proper authority for notifying the candidates and announcing the results to the membership.

TUG journal of record Announcement of the results of an election are published in *TUGboat*.

3 Frequency and timing

An election will be held every odd-numbered year.

The President's term will be no more than two years. (Bylaws, Article VII, Section 4.)

The number of Directors will be no more than 15. (Bylaws, Article IV, Section 2.) However, the actual number may be less, as long as it does not fall below 50% of the specified number. (Bylaws, Article IV, Section 7.) The number of open positions shown in the election announcement (see Section 3.1) should be calculated as the number *at the time of the announcement*, irrespective of whether a continuing Board member decides to become a candidate for President.

All Directors will be elected for four-year terms. (Bylaws, Article IV, Section 6.) Approximately half the agreed number of Directors will be elected at each election, or the number that will bring the total to the agreed level.

All terms of office begin at the opening of the AGM following the election, and run until the opening of the AGM following the last year of the term. Elections must be scheduled so that the results will be known and the newly-elected President and Directors can be notified before their terms begin to permit arrangements to be made for attending the meeting; see Schedule, Appendix A.

Both outgoing and incoming officials are to be encouraged to participate in a Board meeting associated with the AGM, in order to effect a smooth transition. However, under normal circumstances, only the incoming and continuing officials may vote at such a Board meeting.

In the event that there is no candidate for President to place on the ballot, the fallback procedure will apply: All Directors, outgoing, continuing and incoming, will meet to prepare for the AGM; the "old" Board will vote on matters that cannot be deferred until the new President, elected at the AGM, can assume office.

An outline schedule appears in Appendix A.

3.1 Announcement of election

Announcement of the election will be published in the last issue of the TUG journal of record for the year preceding the election. A pre-announcement may be included in an email newsletter to all members. The announcement will consist of two parts:

1. an informative article, signed by the chair or another member of the Elections Committee, stating

- (a) what offices are open for election;
 - (b) number of open positions on the Board (see Section 3 regarding calculation of this number);
 - (c) eligibility requirements for candidates;
 - (d) the election schedule;
 - (e) instructions for filling in and returning nomination petitions;
 - (f) additional items that are required from candidates, namely a photograph, a biography, and a personal statement;
 - (g) encouragement to participate in the election, as either a candidate or a voter;
2. a copy of the nomination petition form.

The announcement should also be distributed to all members by email, sent to the major T_EX-related electronic discussion lists, and posted on the TUG web site.

The exact deadline (date, time of day, and time zone), for receipt of nomination forms in the TUG office should be included in the TUG calendar published in the TUG journal of record and on the TUG web site.

Previous announcements and nomination petition forms are available in *TUGboat*, posted online under tug.org/TUGboat/Contents/listkeyword.html#CatTAGTUGBusiness, and also at tug.org/election.

4 Nomination

Nominations are governed by the Bylaws: Article IV, Section 6 pertains to Directors; Article VII, Section 3 pertains to the President.

Only one method of nomination is recognized: nomination by petition.

4.1 Eligibility

A potential candidate must be a current TUG member in good standing. This implies that the member's dues have been paid for the year in which the election is being held, as well as the year in which the candidate would take office, by the deadline for submission of nominations.

There is no restriction on the class of membership. Thus a candidate may be an individual member, an individual named by an institutional member, or other individual in a special membership category (e.g., student or senior).

4.2 Nomination by petition

A petition for nomination must be signed by the candidate and by two other TUG members in good standing. The completed nomination form must be received at the TUG office by the published deadline, which should be at least 15 days prior to the election. No exceptions to this timing or the requirement for complete nomination forms, including signatures and material to appear on the ballot, will be allowed.

4.3 Nomination petition forms

A nomination petition form will be prepared under the direction of the Elections Committee for each election. The form will be published in the TUG journal of record; additional copies of the form will be available from the TUG office and in electronic form from the TUG web site.

The nomination petition form will contain at least the following information:

1. year of the election, starting date of the term of office, and ending date or length of term;
2. a space in which to indicate the office being sought, or identification of the office if only one is open for this election;
3. a space for the candidate's name;
4. statement that the candidate accepts the nomination and space for the candidate's signature affirming this statement;
5. spaces for the appropriate number of signatures required for support of candidacy, and a statement that all signers must be current TUG members in good standing;
6. summary instructions for filling out and submitting the form, including deadline for receipt of the form and supplementary ballot information at the TUG office.

Not all information need appear on a single form; signatures may be on separate forms as long as the name of the candidate and the office are clearly identified. Forms may be returned by postal mail, fax, or scanned and sent by email.

4.4 Materials to be supplied by candidate

In addition to the signed nomination petition, each candidate must supply the following:

1. Photograph of the candidate. The photograph of the candidate should be passport style, showing the candidate's head and shoulders. JPEG format is best.
2. A brief biography.
3. A personal statement from the candidate.

The length of the combined biography and statement must not exceed 400 words. This must be stated very clearly in requests to candidates for the information. The Committee can assist the nominee in achieving the required length, if approached prior to the deadline.

Submission of photos and text is best accomplished by email; fax or postal mail submission is also accepted. Plain text is best, preferably 7-bit ASCII with \TeX control sequences for accents.

4.5 Acknowledgment and verification of nomination materials

Upon receipt of nomination materials, the TUG office will immediately complete and return to the nominee the Nomination Acknowledgment Form (see Appendix B). As soon as possible, ideally within one working day, the office will forward a copy of this form plus the biography/personal statement to the chair or other designated Committee member by e-mail or fax.

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Eligibility, i.e., current membership, is to be checked in the database by the TUG office staff; in the case of a joint member, current membership status will be confirmed with the responsible authority of the other group if necessary. Other required items should also be checked by the office staff, with questions referred to the Committee.

In cases where a supporting name on the form matches a name in the database but the dues for that individual are not up-to-date, the second form letter in Appendix B, requesting immediate renewal of membership, must be sent to that individual within one working day by the TUG office.

In cases where a name that appears on the form is not exactly matched by a current member's name in the database, a copy of the form and membership information for names that most closely resemble the questioned name on the form are to be forwarded to (a designated member of) the Committee for a ruling and suitable action.

If the candidate information is not received by the announced deadline, the TUG office staff is to notify the Committee, who are responsible for informing the nominee that the nomination must be considered void. Copies of all correspondence, from both the TUG office and the Committee, concerning attempts to obtain information, are to be placed on file in the TUG office. The Elections Committee, in such a case, will provide the Executive Committee with a short report.

4.6 Shortfall of Nominations

In the event of there being the same number or fewer nominations as vacancies, all candidates nominated shall be declared elected without a formal ballot, and announcement to that effect shall be made in accordance with Section 7.

In the event of there being fewer candidates for the Board than vacancies, additional Directors may be appointed by the incoming President in accordance with the Bylaws (Article IV, Section 7).

In the event of there being no candidate for President, the election for the Board will proceed. Election of the President will revert to the fallback procedure.

4.7 Fallback procedure

When there is no candidate for President by the ballot deadline, the position will be omitted from the ballot, and the period for announcing candidacy will remain open until the first day of the annual meeting. Any candidate for President under this procedure *must* attend the annual meeting and the AGM. An announcement of the extended period will be made as soon as the situation is known; such an announcement will be included with the ballot, and posted to all the same venues as the original announcement of the election.

Late candidates for President must deliver their nomination form to (a designated member of) the Elections Committee for validation prior to the start of the annual meeting; this requirement is waived if a candidate for the Board decides to become a candidate for President.

Candidates for President through this procedure will present their statements in person to the membership at the AGM, after which voting will take place by paper ballot. If there is only one candidate, the office will be awarded by acclamation.

5 Preparation and distribution of ballot materials

Ballot materials are to be prepared by the TUG office staff, with assistance, if necessary, from the Committee. The final copy of the ballot materials is to be checked by (a member of) the Committee before public release.

5.1 Ballot form

The ballot form may consist of one or two parts, as necessary:

1. election of officials;
2. referenda.

The ballot form should contain only the following:

1. title(s) of the office(s) for which the election is being held, each title followed by the names of the candidates for that office;
2. title and short descriptive statement for each referendum item;
3. summary instructions for completing and returning the ballot;
4. deadline for receipt of a completed ballot in order for the ballot to be counted;
5. the address to which the marked ballot form is to be sent.

Names of the candidates for an office are to be ordered randomly, with the order chosen by lot. An appropriate symbol, such as an open square, in which the voter can make a selection, is to precede each name listed. Instructions for marking votes must be given at the top of the ballot form.

For each office, the maximum number of candidates to be voted for should be indicated clearly. Referenda, if more than one, are to be arranged in an order determined by the Committee.

For each referendum, the title is to be preceded by two open squares, the first marked “Accept”, the second, “Reject”, in which the voter’s choice is to be indicated.

5.2 Information brochure

The information brochure is to be prepared for posting by the TUG office staff, with assistance, if necessary, from the Committee.

The information brochure is to contain information on returning the ballot, including the return address and the date by which the completed ballot must be received in order to be counted. It must be stated that only one ballot will be accepted; if both paper and electronic ballots are returned, only the electronic vote will be counted. (A mechanism will be put in place to prevent more than one electronic ballot from being voted.)

The information brochure will contain, for each candidate, a photograph, a biography, and the candidate’s statement. The requirements for these are given in Section 4.4, “Materials to be supplied by candidate”.

Photographs will be printed in black and white in an appropriate size in *TUGboat*, and posted as provided on the TUG web site.

In the brochure, candidates are to be listed alphabetically, with a separate list for each office on the ballot.

Candidate information will be formatted in a uniform manner. Editing will be done only to insert tags required for proper processing or to correct spelling. If there are any questions, the Committee will be the final arbiter.

The information brochure will also contain descriptive information for each referendum on the ballot. The text of this information is to be certified by the Committee; it may be proposed by the sponsor, or it may be drafted by a TUG member familiar with the intent of the referendum. If the Board wishes to take a position on a referendum question, text may be provided by the Secretary or by another Board member assigned by the President.

5.3 Electronic voting

The Committee is responsible for preparing the necessary material to support voting online. This includes the same information as in the "Information brochure" section above, suitably formatted, and an electronic form for submitting votes, to be accessible from the members area of the TUG web site.

The form should not allow a given member to vote more than once, and should clearly indicate whether a member has already voted (but not necessarily the contents of the vote).

The contents of submitted voting forms should be transmitted, encrypted, to the teller, and not logged in human-readable text on the server. In general, the form should not log more than the bare minimum to achieve the necessary feedback.

6 Counting the ballots

The TUG office will make arrangements for a disinterested person or organization to serve as teller for the election. (The TUG accountant may be authorized to serve in this capacity.) Ballots will be returned directly to the teller, and will not be handled by anyone associated with TUG until the results of the election have been certified by the teller.

The teller is expected to develop appropriate procedures for tallying votes. However, the following instructions are to be incorporated into those procedures.

1. A mechanism will be put in place to prevent more than one electronic ballot from being voted by a member.
2. There will be a procedure for identifying the member submitting the ballot, while not associating this information with the actual vote.
3. Ballots received after a cutoff date specified by the Committee are to be set aside and tallied, but the votes not counted.
4. In case of multiple ballots from the same member, whether electronic, physical, or both, only the first electronic vote will be counted.
5. Replacement ballots will be available from the members area of the TUG web site, or on request from the TUG office.

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6. Any ballot on which more votes are cast than the maximum permitted for any office are to be eliminated from the tally for that office.
7. For President, the winner shall be the candidate for that office who receives the most votes.
8. For Directors, the winners shall be the appropriate number of candidates for that office who receive the greatest number of votes, in descending order.
9. For referenda, the position (“Accept” or “Reject”) receiving the greatest number of votes wins.
10. In the event of a tie, the winner shall be chosen by lot, by the teller.

The teller will inform the TUG office of the results as soon as the tally is complete, and the office will immediately forward the results to the Elections Committee.

7 Acting on the results

The Elections Committee will prepare a notice and forward it to the successful candidates informing them of their election.

The Committee will prepare letters from the current President to the unsuccessful candidates, thanking them for participating in the election and inviting them to remain active members. These letters will be forwarded to the President for signature and mailing.

After the candidates have been notified, a message announcing the election results will be sent by (a member of) the Elections Committee to the Board electronic mailing list, with a request to Board members to keep the information confidential until the official announcement has been made by a representative of the Elections Committee.

The chair of the Elections Committee will prepare an announcement with the election results for the next issue of the TUG journal of record and forward it to the editor(s) for publication.

The chair of the Elections Committee will prepare an announcement suitable for electronic dissemination and send it to the principal T_EX-related mailing lists that are not associated with specific user associations other than TUG, in particular `TeXhax` and `comp.text.tex`.

The chair of the Elections Committee will direct that the Board electronic mailing list be updated to include the newly elected officials. If a new President has been elected, the Executive Committee list should also be updated. A notice should be sent to the Board list announcing the update, and welcoming the newcomers to the list. It should state that the newcomers are welcome to participate in discussions but that they may not vote until their new terms begin, and give that date.

8 Summary of responsibilities

8.1 Elections Committee

The Committee is responsible for

1. developing and maintaining these election procedures;
2. creating the schedule for the election; this may depend on the dates of the annual meeting;

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3. preparing an announcement of the election for the TUG journal of record;
4. preparing the nomination petition form for publication in the TUG journal of record to accompany the first announcement;
5. assisting the TUG office in validating eligibility of candidates and supporting signers in cases where names on nomination petition forms do not agree with member names in the database;
6. assisting the TUG office in obtaining satisfactory ballot statements from candidates;
7. preparing the electronic voting materials;
8. checking the ballot materials before posting and distribution;
9. notifying the Executive Committee, the incumbent Board, and the successful candidates of the election results;
10. preparing letters for the President to send to the unsuccessful candidates, and delivering these letters to the President for signatures and mailing;
11. adding the addresses of the new officials to the appropriate mailing lists;
12. preparing an announcement of the election results for the TUG journal of record and delivering it to the editor(s);
13. preparing and distributing an announcement of the election results via the principal \TeX -related electronic discussion lists;
14. preparing and submitting a final report to the Board.

8.2 TUG office

The TUG office is responsible for

1. supplying additional nomination forms to prospective candidates on request;
2. receiving and acknowledging nomination petition forms, and validating eligibility of candidates and supporting signers, including joint members;
3. obtaining photographs and statements from the candidates, and preparing copy for the ballot and information brochure;
4. arranging for the teller;
5. distributing paper ballots on request;
6. maintaining complete files of announcements, correspondence, and other documents related to the election; such documents may be kept in paper and/or electronic form, as appropriate.

If problems arise at any step, assistance is to be requested from the Committee.

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8.3 Incumbent officers and Board

The President is responsible for

1. signing letters prepared by the Elections Committee to the unsuccessful candidates and mailing them.

(A representative of) the Executive Committee is responsible for

1. sending a message to the Board electronic mailing list after the new names have been added, welcoming the newcomers and stating their privileges and responsibilities.

The Board of Directors as a whole is responsible for

1. appointing the Elections Committee;
2. approving the election procedures document and subsequent updates.

Appendix A Schedule

The schedule below is relevant to the 2019 election and annual meeting.

Most dates are given relative to the deadline for receipt of nomination forms, designated below as “N”. The duration specified for a step is the minimum allowable. Thus the cumulative duration may not yield the dates shown; however, the dates shown are either known (e.g., the date of the annual meeting) or the intended target dates for each step.

The location at which items must be received by the various deadlines is assumed to be the TUG office unless specified otherwise.

It is good to allow substantial time between the notification of results and the annual meeting, if possible, so that candidates may have a reasonable chance to make travel arrangements.

first announcement reaches members	no later than December 1
deadline for receipt of nomination forms	7am US/Pacific, March 1 = N
deadline for receipt of candidate information	March 1 = N
ballot final copy posted	March 11 \approx N + 1 week
ballot available to members (delivery and voting period)	March 11 \approx N + 1 week 5 weeks, minimum
deadline for receipt by teller of marked ballots (vote counting period)	April 26 \approx N + 8 weeks 1 week, minimum
notification of candidates	May 6 \approx N + 9 weeks
post results to T _E X-related lists	no later than 2 weeks prior to annual meeting, preferably more
annual meeting	August 10–12, 2019
announcement of election results	first available issue of TUG journal of record, T _E X-related electronic discussion lists

Appendix B Form letters

B.1 Nomination acknowledgment

Date acknowledged: _____

Name of nominee: _____

Eligibility: $\langle year \rangle$ member: yes [] no []

If no, reason: _____

Items received:

Signatures: 1 [] accepted: yes [] no []

 2 [] accepted: yes [] no []

Photo: yes [] no []

Biography/personal statement: yes [] no []

[] Missing items

Missing items must be received in the TUG office by $\langle date and time and timezone \rangle$.

[] Nominee's dues are unpaid.

Your dues payment must be received in the TUG office by $\langle date and time and timezone \rangle$.

[] Signature of _____ cannot be accepted because:

[] Name does not match database records;

[] $\langle year \rangle$ dues not paid.

You may wish to submit another signature by $\langle date and time and timezone \rangle$.

[] Length of biography/personal statement exceeds 400 words.

Failure to provide all required materials by the indicated date will render your nomination invalid. No exceptions will be made.

B.2 Request for membership renewal

Date:

Dear _____

The T_EX Users Group Office has received a nomination for $\langle name \rangle$ which includes your signature supporting the nomination.

Our records show that your $\langle year \rangle$ membership has not been paid. You must be a $\langle year \rangle$ member in order for your signature to be valid on a nomination form. Failure to comply with this rule may jeopardize the nomination.

The nominee has been informed that your signature does not qualify for support of the nomination.

Please remit your dues payment for $\langle year \rangle$ by $\langle date and time and timezone \rangle$.

Adopted: 9 November 2018

Appendix C Chronology and change history

This is a record of approval dates and changes to these procedures.

- July 14, 1991** Board approval of preliminary outline on which this first draft is based
- July, 1992** Board approval requested for procedures governing a full Elections Committee and incorporating schedule changes moving the starting date of terms from January to July; deferred.
- July 1993** Board approval requested. Changes include dividing the Board into three “classes” of five members each, with each class term being three years in a steady state. Board did not consider the request.
- July 1994** Question inadvertently omitted from Board agenda; deferred.
- July 1995** Board approval requested. Provisional approval given to carry out 1996 election according to draft as modified by hand at the meeting.
- January 1996** Manuscript amendments from July 1995 meeting incorporated into draft, with annotations; draft read for a sanity check and discrepancies removed.
- July 1996** Board approval to be requested; deferred.
- May 1997** Additions and modifications made to incorporate fallback procedures in the event of no candidate for President.
- July 1997** Board approval requested. Action deferred owing to lack of voting quorum.
- ... [More history possible.]
- December 2016** Extensive modifications to enable email voting. Revised schedule to account for annual meeting in spring, not summer. Board approval to be requested.
- January 2017** Clarifications to include requirement to state number of open positions in announcement, and method of determining that number. (Approved by Board, Motion 2017.1.)
- November 2018** Clarifications for electronic voting, election committee membership, joint member eligibility, and that deadlines must include precise time and timezone. Example schedule updated for 2019. Formatting.