

**THE HERB SOCIETY OF AMERICA, INC.**  
**NOMINATION AND ELECTION POLICY FOR BOARD POSITIONS**  
Approved May 2010, Review June 2014, Amended February 2016

Job descriptions and application forms for board positions may be obtained from board members, the national headquarters office, or through the Members Only section of the HSA website. All applications must be submitted using the board candidate application form. Applications submitted in any other form cannot be accepted.

**A. Officers and Standing Committee Chairs**

- The application deadline for open board positions is October 31. Headquarters will send copies of the completed forms to the nominating committee chair as they are received. In turn, the nominating committee chair will distribute the packets to the nominating committee.
- By December 1, the nominating committee will review the list; add other names, if needed; and prioritize the list of candidates. The committee chair then will contact potential candidates to arrange interviews with the nominating committee.
- The nominating committee will present the slate to the board for approval at or before the next (winter/spring) board meeting.
- The nominating committee chair and headquarters will provide the proposed slate to the membership no less than six weeks before the Annual Meeting of Members.
- Member voting for board positions (with the exception of vice president) and standing committee chairs occurs during the Annual Meeting of Members.

*Resignation of a board member*

- The nominating committee identifies and interviews potential candidates to fulfill the remaining term of office.
- The nominating committee chair presents the candidate to the board for approval of the appointment to the unexpired term.

**B. Membership Delegate Election Process**

- The membership delegate election occurs in the last year of the current delegate's term of office.
- The application deadline for district elections is January 10<sup>th</sup>. Electronic copies of applications must be received at headquarters by close of business on the stated date. Applications mailed to headquarters must show a postmark no later than the closing date.

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- Headquarters will send copies of the completed forms to the nominating committee chair as they are received. In turn, the nominating committee chair will distribute the packets to the nominating committee.
- Within two weeks following the application deadline, the nominating committee will review the list, confirming that candidates meet the general qualifications of the position. If needed, the nominating committee will interview the candidates to confirm their interest, understanding of the position and ability to fulfill the role.
- When meeting dates allow, the nominating committee encourages candidates to speak at their district gathering or symposium.
- The nominating committee chair will prepare a district election packet containing copies of candidate application forms and a ballot. Headquarters will furnish the packet to all members within the district not later than thirty (30) calendar days after the application deadline.
- Members receiving national mailings in two or more districts will receive a ballot in each relevant district. Joint members will receive two ballots in the appropriate district.
- Voting is open for 30 calendar days following ballot distribution. The closing date will be announced in the election packet.
- Electronic votes must be received by the close of business on the announced closing date. Ballots mailed to headquarters must show a postmark no later than the closing date.

*Determination of election outcome*

- The candidate who receives the most votes on the ballots received at headquarters will be declared the elected district membership delegate.
- In the event of a tie vote for the position of membership delegate, a ballot recount will take place. If the recount confirms a tie exists, then another election will occur within thirty (30) days.

*Procedure for Vote Tally and Announcement of Election Results*

- Following the deadline for the return of district election ballots, the executive director will conduct two independent vote tallies to validate the election outcome.
- No later than ten days after the close of an election, the executive director will convey the results of the election in a written communication to the nominating committee

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chair. The communication includes: the number of ballots sent electronically, the number sent by mail, and the total vote tallies for each candidate.

- The nominating committee chair will convey the election outcome to the HSA President. The president will notify the Board of Directors of the election results by written or electronic communication.
- The nominating committee chair will call all candidates who stood in the election to notify them either of their election or that they were not the declared elected district membership delegate.
- Following announcement of the election results to the board, the election outcome will be posted on the HSA website. Additionally, the current district membership delegate may convey information regarding the district election outcome to the district members through the district newsletter.

*Resignation of a District Membership Delegate*

- The nominating committee identifies any potential candidates to fulfill the remaining term of office.
- If a suitable candidate cannot be found from within the district, the appointee might be a member residing outside the district or a member of the HSA Board of Directors.
- The nominating committee chair will present the candidate to the board for approval of the appointment to the unexpired term.

*Lack of membership delegate nominees to stand for election*

- If there are no nominations for district membership delegate, the nominating committee is responsible for appointing a candidate to fill the position. The appointee might be a district member, a member residing outside the district or a member of the HSA Board of Directors.