

Washington Association of Physicians of Indian Origin

(**Procedures & disclosures when conducting the election by General Body Meeting)

Approved by Governing Body on 6/10/07

Election Date & Time:	Election Place:	
	Objective: The objective of this form is to bring in a consistency to and familiarize members with election procedures besides creating an official record for WAPI.	
#	Text for the election officer: <i>(Election officer is to be introduced by President)</i>	Notes
1	Before we begin with the elections, I will provide you with the requirements that need to be met for this election.	
2	Election Method: Our current bylaws section 8.3b provides that the election will be conducted by a mail ballot. We have been, however, been conducting elections thru general body meeting so that General body, the ultimate authority under current bylaws (section 3.2) can directly participate in the election.	
3	Who can Vote & How it will be counted? At this time no mail ballots are used and no proxy vote is permitted. Each member in good standing shall have one vote for each office. A member who is not current in his/her dues will have the opportunity to pay the dues at the meetings and then participate in the election. The votes will be counted by a hand vote. A written vote option may be used if so agreed by the Governing body.	
4	<p>A word about nominations: Per Bylaws, nomination committee is to invite nominations from the entire general body on or before January 25th of each year. <i>(This is done through posting of the election & general body meeting agenda on WAPI's web site. Subsequently, this information is emailed to all members, and is published in WAPI's newsletter as well.)</i> Per bylaws, each nomination must be seconded by another member in good standing, and nominee may contest for only one position in a given election cycle. Nomination must be filed by February 25th. A nominee may not withdraw after March 15th. In case a nomination committee does not exist, the Governing body will consider the approval of the candidates considering the eligibility criteria per section 6.10 C (2) when approving the nominee for any of position for executive body. These criteria are that nominee must be a WAPI member in good standing, show commitment to goals of WAPI and shall have served for at least for one year on the governing body.</p> <p><i>(Governing body met recently to review the nominations, and to accept last minute nomination if needed to produce a slate of adequate nominees for this election. Based on this meeting, governing body announces following nominees for respective positions)</i></p>	<p><i>*each nominee's membership dues must be current before the election begins...</i></p>
	<p>For president: For vice President: For Secretary: For Treasurer:</p>	<p>BOT#1. BOT#2. BOT#3.</p>
5	Introduce Nominees: Before the start the election, the election officer is to introduce each candidate with his/her brief qualifications to include candidate's name, specialty, city of residence/practice and what position he/she is contesting for.	
6	Election Order & Vote Count: The election officer will conduct the election for president, vice president, secretary and treasurer in that order. The votes are then recorded.	
7	Final Steps: A. Once the Election process is completed; the preliminary/final results are announced by the election officer. The final results are announced no later than May 31. B. Election officer is to ask general body for any request for recount.	

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	<p>C. Election officer is to request general body to approve the election process and the preliminary/final results.</p> <p>D. Fill out sections 9 thru 11 below, sign it and hand over to the current Secretary. A copy of the results is retained by the officer.</p> <p>E. Invite the President to take over the meeting.</p>			
8	<p>The President welcomes the new officers, and thanks the member and requests the president-elect to speak briefly (five minutes or less) and concludes the meeting. General body may conduct any new urgent business.</p>			
9	<p>Enter names of officers elected here and forward a copy to secretary, president and to executive secretary for WAPI's records.</p> <p><u>Following Trustees are elected for two year term. Please enter names here from their most recent election, if (This term will be good from m/d/y thru m/d/y</u></p>			
10	Winning Candidate For the position of	Elected Member's Name & Term	# Votes in Favor	#Votes not in Favor
	President for			
	Vice President			
	Secretary			
	Treasurer			
	Board of trustee#1			
	Board of trustee#2			
	Board of trustee#3			
11.	Election Officer's Signature:		Date:	