



2.2.1: Election Procedures

Purpose: This policy provides the principles and procedure for conducting annual elections

Applies to: Board of Directors and Headquarters Staff

Policy:

It is the policy of the Board of Directors of the Materials Research Society that ballots submitted to the membership to elect Society officers and directors or to amend the Bylaws be conducted in accordance with the following principles; in addition to these principles, the Board may establish specific requirements when circumstances require specificity for a particular election.

1. Election materials shall be prepared by headquarters in such a manner that no candidate is favored over another.
2. Ballots are to be counted by an external, independent agent or company contracted by the Executive Director. When the agent has completed the ballot counting according to the specified procedures, the teller shall certify the outcome of the election directly to the Board.
3. The Executive Director shall establish specific procedures for each balloting to assure effective and practical compliance with the principles stipulated in this policy statement.
4. Confidentiality of the election returns shall be maintained. Furthermore, in the absence of extraordinary circumstances as declared by the Board, only the agent and the Executive Director shall know the vote count for specific candidates.
5. Original records are to be retained for one full year.
6. For paper ballots, if the difference in the number of ballots is less than 25, a recount will be requested. Recount/election validation criteria will be re-evaluated by the Executive Director for other than paper ballots. If other issues suggest a need for a recount, the Executive Director shall specify these reasons and a recount will be requested after the concurrence of the Governance Committee of the Board.
7. The process/criteria established by the Executive Director for ballot counting shall be subject to scrutiny by the Board's Governance Committee.
8. The Executive Director is accountable to the Board for conducting all aspects of a given election within the time frames and other specifications of the Board.
9. Substantial deviations, either planned or anticipated, from prior practices in elections shall be brought to the attention of the Board through the Board's Governance Committee in a sufficiently timely manner that the Board can take action as it deems appropriate under the

circumstances. If a significant deviation is discovered at any stage during the election process, the Governance Committee will be informed promptly.

Deliverables: N/A; Review policy every three years or as needed

Who: Secretary

When: At least 8 weeks before the Board meeting at which amendments should be considered.

To:

Policy first adopted: 4/25/03

Last modified: May 2012 – Removed references to Constitution; January 2021; August 2022

Last reviewed: May 2012 (Policy number changed F13 following deletion of 2.2.1 Board Attributes)

Aug 2015 – (Maintenance – GovCom/Sec/HQ); December 2020; August 2022

Enacting Legislation: Motion B:2003:16; B:2019:38; B:2020:30 (F20 Consent Agenda); B:2022:12 (Consent Agenda)

Policy created by: OpsCom Party responsible for this policy: Secretary/GovCom