# MOBIUS Procedure on Board Elections

**Created by:** MOBIUS Board of Directors

**Approved:** MOBIUS Board of Directors, 10/15/21

**Reviewed:** N/A

**Revised:** N/A

**Replaces:** N/A

## Purpose of the Procedure

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This procedure is intended to outline steps for electing members of the Board of Directors each year.

## Responsible Party

The MOBIUS Board of Directors will review this procedure annually.

## Content of the Procedure

**Electing Members of the Board of Directors**

The Board President, Vice President, and Past President, in consultation with the Executive Director and Executive Committee members, shall suggest Members for inclusion in the Board election. Likewise, the Board Secretary will distribute a call for interested participants to the Membership until a full slate of candidates can be assembled. Candidates are required to submit a biography and a statement of interest. Contested elections are preferred, but not required.

The Board Secretary will be responsible for creating and distributing a secret ballot to the Membership at least 60 days prior to the annual meeting. The ballot should include the following:

* Candidate names, institutions, biographies, and statements of interest
* Instructions for returning the ballot, including the date and time by which the ballot must be returned and the number of responses necessary to meet the quorum requirements
* A voting page including:
  + A list of the candidates’ names with an option to vote yes or no
  + Brief instructions indicating how many candidates may be selected in each category
  + Spaces for the MOBIUS voting member’s name, institution, and signature
  + If a vote is needed to extend the term of a Board Member to allow him or her to serve as Vice President/President Elect and/or President, it should be included on this page.

Ballots should be distributed to MOBIUS voting members at least 60 days prior to the annual meeting, and returned by voting members 30 days before the annual meeting, in the following manner:

* A paper copy of the ballot will be sent to each voting member via the MOBIUS courier, and a PDF copy of the ballot will be sent to each voting member via email.
* MOBIUS voting members may vote using either form of the ballot by completing the ballot and signing it. They will send the ballot to the MOBIUS office by courier, by postal mail, or by scanning the ballot and emailing it.
* Voting members who require a ballot to be delivered to a location other than their home institution, or a return stamped envelope may contact the MOBIUS office to request this.
* All submitted ballots must contain a physical signature.
* Each voting member should submit a ballot by one method only. A voting member may contact the MOBIUS office to confirm receipt of their ballot.

The Secretary will tabulate the votes, certify the results with the Board, and announce the results at the annual Membership meeting. Newly elected Board members will be notified in advance of the annual meeting. Any ballots, electronic or paper, shall be retained by the Secretary for 60 days after the annual Membership meeting, if any Member wishes to review the results.

## Related Documents

The MOBIUS Policy on Board Elections presents the guidelines for electing members of the Board of Directors.