

**AMERICAN COLLEGE HEALTH ASSOCIATION (ACHA)
BOARD OF DIRECTORS
POLICY AND PROCEDURE
(BOD P/P)**

BOD P/P Number:	1986-1	Date Established: May 26, 1986	
		Date Revised: September 29, 2006	
Reference:	Board Bulletin Board Vote	Term:	1 Year
			2 Years
		X	Indefinite

BOD P/P Title:	NATIONAL ELECTIONS
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BOD Authority:	ACHA Bylaws, Article V, Section 3.
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Purpose:	To establish procedures for national elections of the Association.
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Policy:	The national elections of the Association (for Officers, Regional Representatives, Section Officers, and any other positions so designated by the Association’s bylaws or Board of Directors – hereby generally referred to as <i>candidates</i>) shall be announced, coordinated and facilitated by the ACHA national office staff in a manner that preserves the secrecy of the ballot, provides the opportunity for write-in votes, and does not, in any way, disenfranchise eligible voting members of the Association.
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Procedure:	<p>The ACHA national office shall schedule, announce, coordinate and support the national elections of candidates from a slate of nominees presented to the membership by the Nominating Committee and the Sections of the Association.</p> <p>The national office shall adhere to all election scheduling requirements as set forth in the Association’s bylaws.</p> <p>The national office shall engage or contract an external auditor to validate the count of eligible member ballots for the candidates of the respective positions. Direct involvement by ACHA staff (beyond that required to configure the database requirements to set up online election functionality) shall be prohibited. The external auditor shall be precluded from divulging individual votes to ACHA staff or any other party, and shall preserve the secrecy of the ballot.</p> <p>The external auditor shall report election results only to the ACHA Executive Director or ACHA President.</p> <p>The ACHA national office shall receive and safeguard the election results until the appropriate time that they are to be announced at the ACHA annual meeting.</p> <p><i>Also see Board Policy and Procedure 2006-7 Nominating Committee</i></p>
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Resources:	National Office	Volunteer
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Human:	Executive Director Membership Coordinator Nominating Committee Staff Liaison Section Staff Liaisons	President Nominating Committee Chair Section Chairs
Financial:	As budgeted annually	
Other:		