



## Governance

<b>Policy Name</b>	Board Nominations and Election Policy
<b>Date Approved</b>	February 2026
<b>Updates</b>	

### **Purpose**

To define the process that will ensure highly qualified individuals are elected to the Board in a fair and transparent manner.

### **Policy**

AUGS Officers and Board of Directors will be elected by the AUGS membership in accordance with AUGS Bylaws and under the guidance and direction of the Nomination and Recruitment Committee.

### **Process**

#### **CANDIDATE ELIGIBILITY**

See job descriptions and term limits here: <https://www.augs.org/about-augs/board-of-directors/board-of-directors-job-descriptions/>

#### **NOTIFICATION OF OPEN BOARD & OFFICER POSITIONS TO MEMBERSHIP**

- Notification of open Board and Officer positions (i.e. Vice President, Treasurer, and Director-at-Large) will be announced via AUGS sponsored emails and social channels, the AUGS website, and other digital platforms.
- The Nomination and Recruitment Committee may request current Board members, AUGS Committee Chairs, and other stakeholders to recommend potential applicants for open positions.
- AUGS will make available all relevant job descriptions and Nomination and Recruitment Committee policies.

#### **APPLICATION PROCESS**

- Candidates for Vice President, Treasurer and Director-at-Large may apply online via the online Volunteer Application.
- The Nomination and Recruitment Committee finalizes a slate of qualified candidates.

- The application is determined by the Nomination and Recruitment Committee and typically includes candidate background, relevant experience, and a personal statement.
- Applicants must provide all the documents by the stated deadline in order for the Nomination and Recruitment Committee to consider their application.

### **NOMINATION AND RECRUITMENT COMMITTEE REVIEW OF APPLICANTS**

- AUGS staff will vet applicants' eligibility.
- Nomination and Recruitment Committee members shall receive all candidate application materials.
- The Nomination and Recruitment Committee Chair shall assign applicants to committee members for evaluation of the application and interviewing of the applicant.
- Each candidate will be interviewed and scored by at least two Nomination and Recruitment Committee members: including at least 1 Governance Committee member and 1 member-at-large.
  - Committee members shall conduct applicant interviews via Zoom.
  - The "Board Candidates – Interview Form" shall be utilized in the interview to ensure consistency.
  - Interviews will be recorded via Zoom and shared with the full Nomination and Recruitment Committee.
  - Interview recordings will be deleted upon conclusion of the current selection cycle.
  - Interviews will last approximately 30-45 minutes per candidate.
- The Nomination and Recruitment Committee will hold a special meeting for committee members to present applicants for consideration.
- Upon review of the applicant's information, the Nomination and Recruitment Committee may determine that the applicant should be considered for an open position other than the role originally applied for or deferred for a future election cycle.
  - The committee is required to seek approval from the applicant prior to placing them on the slate for a different position.
  - It is within the Nomination and Recruitment Committee's purview to recommend a candidate not be put forward on the slate should they not meet the requirement of the position or lack the required experience.
- The Nomination and Recruitment Committee shall determine the final slate to be presented to the membership. The slate will be shared with the AUGS Board in advance of the election for informational purposes only.

### **AUGS BALLOT AND ELECTION PROCESS**

- AUGS members shall be notified thirty (30) days prior of the balloting process via digital means.
- The ballot shall be available to active AUGS voting members via a secured digital process and members must complete the ballot within the established deadline (See Articles VII and VIII in the AUGS bylaws, and refer to Article III, Section 1 of the Bylaws for the definition of Voting Members).
- In the event that there are more than four individuals nominated for an officer position and/or six individuals nominated for the director-at-large position, a run-off ballot will be issued.

### **ELECTION RESULTS COMMUNICATION PROCESS**

- AUGS staff will verify election results with the Nomination and Recruitment Committee Chair and Board. The number of votes received by each candidate will be kept confidential.
- The Chair or designee shall notify all candidates of his or her election status within five (5) business days upon confirmation of the election results via telephone and email.
- AUGS members shall be notified of the election results within five (5) business days following candidate notifications, via AUGS website and electronic means.
- Non-selected applicants and candidates may be considered for other AUGS volunteer opportunities by the President-Elect.
- In the event a member expresses a concern over the election process and/or election results, the President and Chief Executive Officer will be notified. The Governance Committee will be consulted, and a review of the election process will occur.

### **Additional Documents**

For additional information on term limits and position descriptions, please refer to the following:

- [Board Job Descriptions](#)
- Interview with Candidate Form and Candidate Scoring Scale
- [AUGS Bylaws](#)