

**ACTIONS STILL IN EFFECT – CURRENT ONLY, ORGANIZED BY TOPIC
DELAWARE VALLEY MENSA EXECUTIVE COMMITTEE**

07/20/2017

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1. DELAWARE VALLEY MENSA EXECUTIVE COMMITTEE

DVM2007-001

20-Jan-2007

To adopt the Sexual Harassment Policy.
(The Document is in Appendix 1)

DVM2012-003

17-Mar-2012

The Principles of Conduct of DVM ExComm Officers are adopted.
(The Document is in Appendix 2)

DVM2012-004

17-Mar-2012

A standing advisory committee on scholarship, known as the Scholarship Committee is established.

The Scholarship Committee is charged with coordinating activities related to Mensa's first mission - to identify and to foster human intelligence for the benefit of humanity. The Scholarship Committee is charged with determining how to allocate any scholarship money budgeted by the ExComm, to raise supplementary funds as they deem necessary and appropriate, to evaluate potential award and scholarship recipients, and to make any necessary presentations.

The Scholarship Coordinator shall chair the committee. The chairman of the committee shall appoint the other committee members.

As per ExComm policy for all committees, the need for the Scholarship Committee shall be reviewed by the incoming ExComm at the start of each new term. The Scholarship Committee shall report to the ExComm through written reports and through its chairman as necessary.

DVM2012-005

7-Apr-2012

The ExComm authorizes the Deputy Local Secretary to delete all ASIEs that refer only to matters that are completed and are not ongoing in any way. A record of all ExComm actions taken including the original ASIE number is to be maintained separately as part of the permanent record of DVM.

Explanation: ASIEs should only reflect those actions that are indeed still in effect. When an action expires, it is to be removed for clarity purposes. For research purposes, all ASIEs including those that have expired shall be maintained as part of the permanent record of DVM.

DVM2012-006

7-Apr-2012

The "Guidelines for DVM Committees: Their Structure, Establishment, Reporting, and Review" are approved.
(The Document is in Appendix 3)

DVM2012-007

7-Apr-2012

(Amendment to DVM2012-004)

In accordance with the recently passed guidelines, the Scholarship Committee is properly defined as an empowered committee, and the appropriate change is made to its ASIE.

Explanation: The Scholarship Committee was originally created as an advisory committee, but its charge is correctly aligned with its being an empowered committee.

DVM2012-008

12-May 2012

A standing empowered committee on Membership, known as the Membership Committee, is established.

The Membership Committee is charged with coordinating activities relating to recruiting members, membership renewal and retention, contacting prospective members, welcoming new members, recognizing member milestones, and troubleshooting membership related issues. The Membership Officer shall chair the committee. The chairman of the committee shall appoint the other committee members.

As per ExComm policy for all committees, the need for the Membership Committee shall be reviewed by the incoming ExComm at the start of each new term. The Membership Committee shall report to the Recruitment and Testing Chair through written reports and through its chairman as necessary.

DVM2012-009

12-May 2012

A standing empowered committee for Programs, known as the Program Committee, is established. The Program committee is charged with planning programs and activities sponsored by the group for the benefit of its members.

The Program Chair shall chair the committee. The chairman of the committee shall appoint the other committee members

As per ExComm policy for all committees, the need for the Program Committee shall be reviewed by the incoming ExComm at the start of each new term. The Program Committee shall report to the ExComm

through written reports and through its chairman as necessary.

DVM2012-010

12-May 2012

A recurring program committee to coordinate DVM's annual summer picnic, known as the Picnic Committee is established.

Once a chairman is selected, the Picnic Committee is charged with making all arrangements for the upcoming picnic within the budget allocated for the event.

The ExComm shall appoint the chairman of the committee. The chairman of the committee shall appoint the other committee members. Once the event has occurred and the books have been closed, the committee ceases to exist until a new chairman is appointed.

As per ExComm policy for all committees, the need for the Picnic Committee shall be reviewed by the incoming ExComm at the start of each new term. The Picnic Committee shall report to the ExComm through written reports and through its chairman as necessary.

DVM2012-013

8-Dec 2012

A recurring empowered committee for election nominations, known as the Nominations Committee, is established. The Nominations Committee will become active during each regularly scheduled election cycle when the ExComm appoints members as specified by the DVM Bylaws, and will remain active until it completes its duties as specified in the Election Code. Upon completion, it will go into abeyance

until new members are appointed for the next election cycle.

The Nominations Committee is charged with finding eligible candidates to run for all offices for regularly scheduled DVM elections.

The Nominations Committee shall elect its own chairman.

As per ExComm policy for all committees, the need for the Nominations Committee shall be reviewed by the incoming ExComm at the start of each new term.

DVM2012-015 8-Dec 2012

The following questions be asked of all candidates seeking office on the ExComm in each election. If a candidate chooses not to supply answers to the ExComm's questions the candidate shall be disqualified from the nominations process. Information supplied by candidates in response to these questions is subject to verification by the Nominations Committee. Misrepresentations of fact will be reported to the Nominations Committee members and to the ExComm, and will cause the candidate to be disqualified from the nominations process.

1. What year did you join Mensa? Have you been a member every year since that time? How many total years have you been a member of DVM?
2. Have you ever served in any other DVM offices? If so, what offices? From what date to what date? (Please limit to 2 offices).
3. Have you ever served as a member of an ExComm-appointed committee? If

so, what committees? From what date to what date?

4. Have you ever served Mensa in any other capacity at any level – local, regional, national or international? If so, in what capacity? From what date to what date? (Limit your answers to three services for each level).
5. What business, professional, or other experience would you bring to the office you are seeking? (Limit your answer to 50 words or fewer).

NOTE: These are 5 of the 8 questions that AMC asks to all of its candidates.

DVM2012-016 8-Dec 2012

The "Election Code" is approved.
(The Document is in Appendix 4)

NOTE: This is a breakdown of all of the items in the Bylaws by function as well as some ideas "Borrowed" from National to make the job of the Nominations Committee easier

DVM2013-001 26-Jan 2013

The Local Secretary is authorized to accept resignations of ExComm members when submitted through writing or through email.

DVM2013-002 26-Jan 2013

A recurring empowered committee for elections, known as the Elections Committee, is established. The Elections Committee will become active during each regularly scheduled election cycle when the ExComm appoints members as specified by the DVM Bylaws, and will remain active until it completes its duties as specified in

the Election Code. Upon completion, it will go into abeyance until a new chairman is appointed for the next election cycle.

The Elections Committee is charged with conducting DVM elections in good order in accordance with the Election Code.

The Chairperson of the Elections Committee shall appoint the other members of the Elections Committee.

As per the ExComm policy for all committees, the need for the Elections Committee shall be reviewed by the incoming ExComm at the start of each new term.

DVM2015-001 **22-Aug-2015**

The DVM annual picnic may no longer be held at a location that has a per car parking charge of greater than \$5.00.

DVM2017-01 **15-Jul-2017**
(Amendment to various ASIEs)

All references to elected or appointed positions mentioned in the bylaws effective July 1, 2017 are to be updated in the ASIEs to reflect their current titles.

DVM2017-012 **15-Jul-2017**
(Amendment to DVM2012-005)

Reference to Recording Secretary in DVM2012-005 is replaced with Deputy Local Secretary.

NOTE: Previously the Recording Secretary was a voting member of the ExComm. This change reflects that the Deputy Local Secretary is now responsible for maintaining

the official records of the group as a result of the 2017 bylaws revision.

DVM2017-013 **15-Jul-2017**
(Amendment to DVM2012-008)

The last sentence in ASIE DVM2012-008 is replaced with the following: The Membership Committee shall report to the Recruitment and Testing Chair through written reports and through its chairman as necessary.

NOTE: Previously the Membership Officer was a voting member of the ExComm. This Changes the reporting structure to reflect changed circumstances resulting from the 2017 bylaws revision.

DVM2017-015 **15-Jul-2017**

A standing empowered committee on publications, known as the Publications Committee, is established.

The Publications Committee is charged with maintaining and creating all print and electronic communications with our members. These publications will be well-written, well-designed, informative and entertaining, and will serve as appealing and available forums for all members. The Publications Officer shall chair the committee, which shall include the Editor, Webmaster, and Social Media Coordinator. The chairman of the committee shall appoint other committee members as necessary.

As per ExComm policy for all committees, the need for the Publications Committee shall be reviewed by the incoming ExComm

at the start of each new term. The Publications Committee shall report to the ExComm through written reports and through its chairman as necessary.

DVM2017-016

15-Jul-2017

A recurring empowered committee on individual awards, known as the Awards Committee, is established.

Once a chairman is appointed, the Awards Committee is charged with identifying members who have significantly contributed to the success and growth of Delaware Valley Mensa over a period of not less than 10 years. The Committee will design the Award ceremony and any commemoration that will be offered at the next regional gathering of DVM.

The ExComm shall appoint the chairman of the committee. The chairman shall appoint at least 2 additional members who have each been members of DVM for at least 10 years. Once the regional gathering has occurred, the committee ceases to exist until a new chairman is appointed.

As per ExComm policy for all committees, the need for the Awards Committee shall be reviewed by the incoming ExComm at the start of each new term. The Awards Committee shall report to the Local Secretary through written reports and through its chairman as necessary.

DVM2017-018

15-Jul-2017

A recurring empowered committee on financial review, known as the Audit Committee, is established.

Once a chairman is appointed, the Audit Committee is charged with reviewing the financial books and records of DVM for fiscal years subsequent to the previous audit, and reporting the results of the audit to the ExComm.

The ExComm shall appoint the chairman of the committee. The chairman shall appoint at least 2 additional members. All efforts to avoid the appearance of impropriety shall be observed in selecting committee members.

Once the audit results have been communicated, the committee ceases to exist until a new chairman is appointed.

As per ExComm policy for all committees, the need for the Audit Committee shall be reviewed by the incoming ExComm at the start of each new term. The Audit Committee shall report to the Local Secretary through written reports and through its chairman as necessary.

2. APPOINTMENTS

DVM2017-001 **03-Jun-2017**

Jared Cram is appointed Deputy Local Secretary by the Local Secretary.

DVM2017-002 **03-Jun-2017**

Daniel Glennon is appointed Ombudsman.

DMV2017-003 **03-Jun-2017**

Daniel Glennon is appointed Legal Counsel.

DVM2017-004 **03-Jun-2017**

The following are appointed as Area Coordinators

- Marian Bauer – Bucks County
- Nancy Jarrin – South Jersey Shore
- Lesley Slepner – West Jersey

DVM2017-005 **15-Jul-2017**

Nancy Jarrin is appointed Program Chair.

DVM2017-006 **15-Jul-2017**

John Heiple is appointed Publications Officer.

DVM2017-007 **15-Jul-2017**

Joe Neff is appointed Gifted Youth Coordinator.

DVM2017-008 **15-Jul-2017**

Nancy Jarrin is appointed Proctor Coordinator.

DVM2017-009 **15-Jul-2017**

Lori Stilwell is appointed Scholarship Coordinator.

DVM2017-010 **15-Jul-2017**

Pat Horsley is appointed Archivist.

DVM2017-014 **15-Jul-2017**

Jyme Mariani is appointed Editor by the Publications Officer.

DVM2017-017 **15-Jul-2017**

Vic Mariani is appointed chairman of the Awards Committee.

DVM2017-019 **15-Jul-2017**

Stacy Rigney is appointed chairman of the Audit Committee.

DVM2017-020 **20-Jul-2017**

John Heiple is appointed Social Media Coordinator by the Publications Officer.

APPENDIX 1: SEXUAL HARASSMENT POLICY

(See DVM2007-001)

Introduction

American Mensa and its subgroups are committed to providing Mensa members with a stimulating and safe social environment that is free from implicit and explicit malicious harassment. In accord with this commitment, Delaware Valley Mensa will not tolerate any form of harassment or vilification. Such inappropriate and offensive behaviors are unacceptable and will be considered grounds for disciplinary actions ranging from immediate informal verbal correction to more formal hearings. Though not a preferred outcome, expulsion from Delaware Valley Chapter of Mensa is a possibility.

Any policy Mensa may adopt does not and cannot address any illegal action at any Mensa event. Those complaints should be taken directly to the police and the local Executive Committee (ExComm) be notified as quickly as practical.

Discrimination and Harassment

Sexual harassment is serious misconduct. The damage to a person's reputation when inaccurately accused is also quite serious. What one person may intend as witty repartee may be perceived or experienced by someone else as an inappropriate sexual innuendo; therefore, any policy for such concerns must allow for careful handling and objective consideration.

Discrimination shapes people's perceptions of who belongs and who doesn't belong. It

prevents people from achieving equality of opportunity and outcome. If it rises to the level of violating human rights, it is a legal issue.

“Sexual harassment” encompasses any sexual attention that is unwanted and that would cause discomfort to or humiliate a reasonable person. It can also involve an abuse of power, such as when its purpose is to create an environment that would impede another person's enjoyment of activities or limit one's freedom to protect himself or herself from such harassment. The milder forms of such behavior, such as jokes, bawdy songs, etc., become harassment when unwelcome, when the offender is so informed, and when those protests are ignored.

Resolution

Negotiations for resolution of disputes between members follow a specific pattern. At each level, to start the negotiating process, the complainant must ask for a specific resolution (i.e., to define a resolution that would satisfy the complainant).

When the complaint is negotiated, the levels of escalation are:

- 1) The offended complaining directly to the offender
- 2) The event's host(s), a friend, or a member of the ExComm negotiating a resolution
- 3) Taking the complaint to the ExComm

- 4) Taking the complaint to the Local Ombudsman or Arbitrator
- 5) The Region's Ombudsman or Arbitrator
- 6) The Regional Vice Chairman
- 7) The National Ombudsman (Last stage of negotiating between parties)
- 8) A Regional Hearing (At this point it becomes adversarial. One person is declared right and the other wrong.)
- 9) The AMC Hearings Committee (To reach this level, the situation must involve damage to Mensa itself.)

Preferably, we want to resolve problems as locally, privately, and quickly as possible. Only if satisfactory resolution cannot or should not occur at one level should negotiations move to the next level. Each more formal step takes more time and involves more people.

For instance, if a simple "Please don't do that!" solves the problem, that's sufficient. The event hosts should be informed, though, in case of repeated similar behavior. Similarly, if the ExComm needs to step in,

the RVC should be informed, as this has gotten pretty serious.

Once the matter reaches the ExComm, an Ombudsman, or Arbitrator, written records will be maintained. Personal written records should be kept by those involved throughout any effort to resolve the situation. Written records at an earlier stage are a protection to all involved at any later stage. Official findings of an Ombudsman or Arbitrator will be distributed by each negotiator, to the two parties directly involved, and as appropriate, otherwise.

Obviously, in the case of repeated bad behavior, handling of an individual episode escalates to a more serious level and notification occurs further up the line.

The negotiator who has been directly involved in the resolution should review the situation after an appropriate time period to ensure that the offender has ceased the objectionable behavior, has not retaliated in some other way, and that the complainant is satisfied with the outcome.

As a social organization, Delaware Valley Mensa must strive to ensure that events are enjoyable to all members, and disagreeable elements corrected as quickly as possible.

APPENDIX 2: PRINCIPLES OF CONDUCT OF DVM EXCOMM OFFICERS

(See DVM2012-003)

Members of the Executive Committee (ExComm) are both the directors and officers of Delaware Valley Mensa (DVM). As directors, we must concern ourselves with the overall well-being, operation, and future of the local group. We must assume the responsibility of developing policies to further its long-range interests. At the same time, as officers, we must concern ourselves with our specific functional areas and with carrying out DVM policies and ExComm Actions Still in Effect in those areas.

Having agreed to serve on the ExComm – and having been elected or appointed to that body – we must recognize our obligation to the membership to fulfill our functions and responsibilities.

To serve the membership well, we must not only perform our individual functions and responsibilities faithfully and to the best of our ability, we must also strive always, to increase the efficiency and effectiveness of the ExComm as a body. We must recognize that a body divided by discord, by self-dealing, or by political machination cannot operate efficiently and effectively, and cannot deliver on its obligation to serve the membership. We must recognize that one of our major responsibilities is to preserve the ExComm as an institution, to enable it to perform as a working body. This requires defending it from attack; requires abstaining from personal attacks on colleagues; requires respecting other officers, including the Ombudsman, and their functions; requires striving for harmony; and requires maintaining the ExComm's collegiality.

If we believe that a colleague is acting improperly, or failing to take necessary action,

we should make every reasonable effort to communicate our concern directly to the colleague before taking any other action. If communication with the colleague does not produce satisfactory results, we should then communicate our concern to the Local Secretary. We should make every effort to resolve the situation on an informal basis – if necessary, calling for a pre-ExComm meeting executive session to attempt resolution of the situation. Taking the problem to the membership, going public with it, should be a last resort, a final recognition that the ExComm as a body cannot deal with the problem.

We of the ExComm should always be cognizant of the vital difference between communicating as individuals and communicating as officers in the performance of our duties. Therefore, when the subject matter of our communication is personal opinion not related to our office and in the performance of our duties, we must be careful to not give the false impression that the communication represents the opinion or decision of the ExComm.

Because of our office, we have a special responsibility to check facts firsthand, to speak directly to all the principals, and to familiarize ourselves with the issues involved before making any public statements. We recognize that to do otherwise may raise false issues; may be wantonly divisive and result in a climate damaging to membership retention and development; and may cause untold harm to individuals and to DVM. We must recognize that the time and effort expended trying to clear up misunderstandings and acrimony are time and effort taken away from carrying out the business of DVM, as well as time and effort

taken away from our members and owed to them.

Having been elected or appointed to serve on the ExComm, we must recognize our obligation to help make that body work efficiently and effectively. This means recognizing that while disagreements regarding goals, policies, procedures, etc. are inevitable, comments and communications regarding such disagreements should be phrased to make it clear that the subject of those disagreements are the actions, not the individuals. Ad hominem remarks concerning colleagues and the ExComm itself are inappropriate, divide the committee, damage the collegiality of that ExComm, and often make it near impossible to work as a body on the business of the local group.

APPENDIX 3: GUIDELINES FOR DVM COMMITTEES: THEIR STRUCTURE, ESTABLISHMENT, REPORTING, AND REVIEW

(See DVM2012-006)

This guideline document is intended for the use of the ExComm in establishing new committees to accomplish the work of Delaware Valley Mensa. It is not intended to circumscribe the actions of the ExComm or any DVM committee, but rather to ensure that each committee is appropriately established with ExComm authorization, that a record is maintained of what various committees were established to do, and that committees that have completed their useful life are not carried on the record ad infinitum.

I. TYPES OF DVM COMMITTEES

The following terms have the following definitions:

a) An “ad hoc committee” is defined as a committee whose period of existence terminates with the ExComm that appointed the committee, unless the ExComm specifies a shorter period for the committee, or unless the next ExComm specifically re-authorizes the committee.

b) A “standing committee” is defined as a committee whose period of existence extends beyond the ExComm that appointed the committee. Each incoming ExComm appoints committee members, but the committee itself continues, pending a review by the incoming ExComm that the committee is still needed.

c) A "recurring committee" is defined as a committee that is not always in existence,

but whose existence occurs at set intervals defined in either the bylaws or the ExComm action that established the committee. Examples include the Election and Nominating Committees.

d) An "action committee" is defined as a committee that is empowered to act for the ExComm between ExComm meetings in one or more specified areas. The areas must be specified in the committee's written charge. Each action committee must have at least three members who are ExComm members. When the committee acts for the ExComm, only ExComm members on the committee may vote. When the action committee is not acting for the ExComm, non-ExComm members on the committee may also vote. Action committees may be ad hoc, standing, or recurring, though they will usually be standing committees.

e) An "advisory committee" is defined as a committee that is not empowered to act for the ExComm between ExComm meetings, but rather advises the ExComm regarding possible courses of action. Advisory committees may be ad hoc, standing, or recurring.

f) An "empowered committee" is defined as a committee that need not have ExComm members, but nonetheless is empowered to act by either the bylaws or the ExComm action that established the committee. Committee chairs and members are in most

cases appointed by the ExComm, but, once appointed, the committee acts independently of the

ExComm. Examples include the Awards, Election, Hearings, and Nominating Committees. Empowered committees may be ad hoc, standing, or recurring, though they will usually be standing or recurring.

g) A "program committee" is defined as a committee that is authorized to run a specified program area for the ExComm. The program area must be specified in the committee's written charge. No requirement exists for ExComm members on the program committee. Program committees may be ad hoc, standing, or recurring committees, though they will usually be standing committees

Each committee can be classified in one cell or another of a 4x3 matrix, with "standing," "ad hoc," and "recurring" on one axis of the matrix and "action," "advisory," "empowered," and "program" on the other axis of the matrix, as follows:

	Ad Hoc	Standing	Recurring
Action			
Advisory			
Empowered			
Program			

II. ESTABLISHMENT AND DISSOLUTION OF COMMITTEES

Every Committee of DVM should have a separate ASIE specifically worded for its establishment, which contains specific items of information. This will enable the Secretary

and other Excomm members to more easily keep track of committee appointments, activities, reporting dates, and reviews. Because each new committee needs an ASIE to be established, any committee that is to be dissolved should also have a housekeeping action to dissolve it.

- A. Name of the Committee -- as clearly descriptive as possible consistent with the goal of brevity. If possible the name of the new committee should not be too close to the name of any existing committee to reduce general confusion as to which groups are working on what topics.
- B. Type of Committee -- by this is meant, an action committee, a standing committee, or an ad hoc committee/task force so that the intent of the establishing ExComm is clear to everyone, but especially to future ExComms.
- C. Chair of the Committee. Who shall chair the committee, and how they are appointed.
- D. Membership of the Committee -- how many members, who selects them, how long should they serve, any special requirements the members should need, etc. Stakeholders who should always be part of the committee should be named by title.
- E. Charge to the Committee -- a brief description of what the committee is expected to do. If each committee, especially the action and standing ones, has a clearly worded charge, then not only will the committee members have an idea of what the ExComm expects of them, but the ExComm will have a clear idea of what to expect from the committee.

In addition, with a clear charge for each committee, the ExComm may find that it can assign projects to existing committees rather than forming many committees with overlapping functions.

- F. Reporting Date for the Ad Hoc Committee/Task Force: a specific date or meeting, when the committee is expected to report back to the ExComm with an interim and final report/recommendation. The ExComm can certainly grant extensions as needed and requested.
- G. A statement of the type and frequency of reporting expected for all other types of committees.
- H. Review or Dissolution Date for the Committee – this will keep the committee structure continually updated. For ad hoc committees the date of the final report is the automatic dissolution date. For action and standing committees, a periodic review of the need for their continuation can be beneficial to both the committee and the ExComm. If the review date is part of the original enabling motion, then it is a matter of record that is easily retrievable and trackable.

III. PERIODIC REVIEW

The charges of committees, even of those specified in the Bylaws, should be reviewed periodically for any necessary changes and updating. The incoming LocSec of a new ExComm should always review the need for each committee before nominating individuals to that committee.

If committee structure or charge is changed, care should be exercised to make corresponding changes to other committees, who might gain or lose parts of their charge.

IV. BUDGET

The annual budget of Delaware Valley Mensa is established each year by the Finance committee and presented to the ExComm for approval. Each committee should be aware of the budget setting cycle and procedure and estimate its needs (if any) for the coming fiscal year.

Requests for funding should be submitted through committee liaisons and/or budgetary officers.

APPENDIX 4: ELECTION CODE

(See 2012-016)

Nominations

1. The ExComm shall appoint a Nominations Committee of at least 3 people according to the timeline specified in the DVM Bylaws.
2. No member of the Nominations Committee may be an elected officer or a candidate in the upcoming election.
3. In order to avoid even the appearance of impropriety by the Nominations Committee, all appointments to it shall be subject to the following continuing condition: A member of the Nominations Committee shall be deemed to have resigned from the Nominations Committee, and shall take no further part in its deliberations or voting, at such time as either the spouse or a member of the same household of such Nominations Committee member is actively considered by the Nominations Committee as a candidate at the election concerned.
4. The Editor shall ensure that the February newsletter includes instructions to the membership regarding what steps are required in order to be considered by the Nominations Committee; what steps must be taken in order to be considered a petition candidate; as well as a copy of the Candidate Information Form (CIF).
5. No earlier than January 1 and no later than February 28 of an election year, all potential Nominations Committee candidates must have submitted a

- CIF to the Nominations Committee chairman, listing: the office for which he/she is running, background information, a response to the candidate's questions approved by the ExComm as required by DVM ASIE 2012-015, a brief campaign statement, and a signed statement affirming the candidate's willingness to run for and serve in the office listed.
6. The Nominations Committee shall seek candidates for offices to ensure that there is at least one candidate for each position to be filled, which will include timely solicitation of candidates.
 7. Only candidates who submit CIFs will be considered by the Nominations Committee.
 8. For each of the candidates the Nominations Committee finds to be eligible for further consideration, the Nominations Committee shall consider the candidate's qualifications for the position sought. Standards for nomination for all offices shall be set by the Nominations Committee.
 9. The Nominations Committee is to nominate those candidates it finds to be well-qualified for the various offices.
 10. Petition candidates whose petition was received by either the President or the chairman of the Nominations Committee in good order (by the date and with the number of signatures required by the DVM Bylaws) will

have their petition forwarded to the Elections Committee.

11. A candidate may choose to both submit a petition and pursue a nomination from the Nominations Committee.
12. In addition to any petitions received, the Nominations Committee shall provide a list of all nominated candidates whose names are to appear on the ballot to the ExComm and the chairman of the Election Committee according to the timeline specified in the DVM Bylaws.

Elections

1. The ExComm shall appoint a chairman of the Elections Committee, who shall appoint at least two additional members, subject to ratification by the ExComm, according to the timeline specified in the DVM Bylaws.
2. No member of the Elections Committee may be an elected officer or a candidate in the upcoming election.
3. The ExComm shall select a time, date, and location for the ballot counting according to the timeline specified by the DVM Bylaws.
4. The Elections Committee shall be responsible for verifying signatures on petitions for candidates. Each signature must be of a current member in good standing.
5. The Election Committee may instruct petition candidates to supply campaign statements or to fill out the questions required by the ExComm on the CIF.

6. The Elections Committee shall create an official ballot which contains only those names submitted to the Elections Committee by the Nominations Committee as well as those candidates whose petition was forwarded by the Nominations Committee and whose signatures were verified by the Elections Committee.
7. The ballot shall also provide space for write-in candidates.
8. The chairman of the Elections Committee shall arrange for the following items at minimum to be printed in the April newsletter: a list of all valid candidates (such candidates to be in random order by position); the address of the Elections chairman to whom all ballots must be delivered; the last day ballots will be accepted; the date, place, and time of ballot counting; the ballot; and any other instructions specific to the proper conduct of the election.
9. The Elections Committee may choose to have printed the campaign statements or the CIFs for the candidates.
10. Ballots may be mailed or hand delivered to the chairman of the Elections Committee.
11. All ballots must be enclosed in an envelope bearing the member's printed name, address, and signature. If any of these three are missing, the envelope will not be opened and the ballot not counted.
12. Any envelopes received that are not from a member in good standing with American Mensa and assigned to DVM as of April 30 (as determined by the April 30 membership report

from AMC) will not be opened and the ballot not counted.

13. Votes on valid ballots shall be counted by the members of the Elections Committee at the meeting specified and announced for that purpose. Any member of DVM may observe the counting of the ballots provided that decorum is maintained.
14. Votes cast for any candidate who is not a member in good standing with American Mensa and assigned to DVM as of April 30 (as determined by the April 30 membership report from AMC) will not be counted.
15. Election to office shall be determined by a plurality of votes cast. Tie votes shall be resolved by a coin toss by the Elections Chairman.
16. The chairman of the Elections Committee shall immediately announce the election results, and shall deliver the results to the President, and shall provide them to the Editor to be included in the next newsletter.
17. The announced results need not indicate the number of votes cast for each candidate.
18. The chairman of the Elections Committee shall hold all ballots and ballot envelopes (including disqualified envelopes) for a period of thirty days following the ballot counting, unless a formal challenge has been lodged, in which case the ballots shall be held until the challenge has been resolved.
19. Challenges concerning the election must be received by the chairman of the Elections Committee or the President within seven days following the announcement of the

results of the ballot counting. The exact reason for the challenge must be delivered in writing and signed by the member submitting such.

20. Challenges shall be decided by the Elections Committee within fourteen days following the announcement of the results of the ballot counting. The decision may be appealed to the National Ombudsman or his surrogate, whose decision shall be final.
21. Resolutions of any election challenges shall not affect any actions passed by the ExComm prior to such resolution.