



American Planning Association – Ohio Chapter

PO Box 4085
Copley OH 44321
330.814.6295

Chapter Election Policies & Procedures

The APA Ohio Chapter Election Committee is pleased to consider all possible candidates for the APA Ohio Board of Trustees elections. The following information explains the election process and the steps that must be taken to be considered by the Election Committee. Our intent is to create a level playing field for candidates in the election process.

Opportunities for candidates

APA Ohio Chapter Board of Trustees take office on January 1st of the calendar year following the Chapter election. Board members will serve four-year terms.

Eligibility

Candidates shall be APA Ohio Chapter members in good standing and shall be required to maintain their APA Ohio membership for their full term on the Board.

Positions

- General Seat (6 available seats)
- Focused Seat (2 available seats): Focused Seat members are to represent diverse geographic locations, experiences, expertise, or characteristics to further APA Ohio's commitment to diversity and inclusion and to advance the goals, objectives, and priorities of APA Ohio.

Submission Materials

The APA Ohio Nomination Form, including Focused Seat eligibility self-identification, must be first completed and submitted online by **March 22, 2024** to APA Ohio. Please note that the position statement and background information for those candidates selected for the Ohio slate of candidates will later be forwarded to the APA national by **May 29, 2024**. The information to the APA national election website will be sent with the electronic ballot to Chapter members.

Candidates are encouraged to limit their complete submission (Position Statement and Background Information combined) to 500 words or less. The online submission form does not allow for special formatting (bold, italics, underline, multiple fonts, etc.) aside from bullets. Candidates should be sure to proofread their submissions.

Position Statement: Candidates should submit a position statement prepared with the following guidelines:

- Focus on issues that impact the future of the organization. Please review the materials on the APA Ohio Chapter website, as applicable.
- Verify any and all facts that are stated.
- Use bullet statements to concisely consolidate thoughts, as appropriate.

Background Information: Candidates should submit a biographical summary prepared with the following guidelines:

- Comment on professional experience, educational background, volunteer activities related to service on the APA Ohio Chapter Board, and any other relevant experiences.
- Incumbent candidates should provide an overview of their personal accomplishments from previous terms served.
- List information in reverse chronological order (most recent experience first).
- Use bullet statements to concisely consolidate thoughts, as appropriate.

Photograph: Candidates may submit a recent photo to be published with the position statement and background information. The photo should be recent (within 5 years) and submitted with online nomination form.

Nomination and Election Process

The process will be a 2-step process: first to APA Ohio and second to APA National. After the initial call for nominations in February, the APA Ohio Election Committee will evaluate the applications submitted through the APA Ohio Nomination Form to identify those who meet the highest standards of leadership ability, experience, and personal commitment. The APA Ohio Election Committee will prepare a recommended candidate for approval by the full APA Ohio Board of Trustees. Successful candidates will be notified and submit their nomination information through the process required by APA (national), who manages the election process on behalf of the Chapter.

The general timeline of the nomination and election process is shown below.

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| February 26 | Call for Nominations. |
| March 22 | Deadline for candidates to submit APA Ohio Nomination Form to APA Ohio. |
| April 19 | Approval of 2024 slate of candidates by APA Ohio Board of Trustees. |
| April 26 | Deadline for APA Ohio to report list of candidates to the membership, per Section 8.1 of APA Ohio Bylaws (90 days prior to the election deadline). |
| May 6 | Call for petition candidates. |
| May 17 | Deadline for candidate to submit a petition to APA Ohio, per Section 8.2 of APA Ohio Bylaws. |
| May 20 | Deadline for APA Ohio to submit petition candidates to APA National. |
| May 29 | Deadline for APA Ohio to send candidates (both nominated and petition candidates) information to APA staff (NOTE: APA Ohio submit candidate's info in a Word document to APA staff). |
| July 22 | Ballots available online. |
| August 24 | Deadline for receipt of ballots. |
| August 30 | Election results sent to APA Ohio and notification of results to all candidates. |

Standards of Election Behavior

The Election Committee will oversee and enforce the following standards and policies for conducting the elections:

- Candidates are not permitted to change position statements once they have been submitted.
- Candidates are prohibited from personally campaigning in any form (social media, email, written, verbal, etc.). Negative campaigning about opponents is also prohibited.
- APA Ohio members who are not candidates may speak on behalf of candidates they support, but shall not make negative statements about other candidates on the ballot.

The Election Committee will refer to the Board any violations of these election policies that are not resolved. Candidates that fail to comply with the standards of behavior may be disqualified from the election.

Petition Candidates

The Chapter bylaws include provisions for Chapter members seeking to become petition candidates to serve on the Board of Trustees. Any member desiring to be a Board member may submit a petition to the Governance Committee signed by 5% of the members by the published deadline. The name of the petition candidate will be placed on the ballot along with the names of other nominees.