

NOMINATING

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2 **I. ELECTIONS**

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4 A. Ballot Distribution

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6 The Orthopaedic Section will utilize an electronic ballot for all members who have e-mail and a
7 U.S. Postal Service mail ballot for all members who do not have e-mail or for those members
8 who request a hard copy of the ballot.
9

10 B. Candidate Profile/Statement must be written in the First Person

11
12 All candidates should write their statement/profile in first person for consistency and fairness.
13

14 C. Destruction of Election Ballots

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16 An announcement will be placed in *Orthopaedic Physical Therapy Practice* after each Section
17 election that states the Orthopaedic Section will destroy all election ballots from the most
18 recent election within 90 days of the results being presented at the Annual Business Meeting if
19 no one has contested the vote.
20

21 D. Inform Candidates of Actual Number of Votes they received

22
23 Individual letters to the candidates will contain only the actual number of votes the candidate
24 received in relation to the overall number of valid ballots returned.
25

26 E. Notary to Tally Election Ballots

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28 A notary public will be hired to tally the election ballots each year for the Section election.
29 The ballots will be returned to a post office box where the notary will pick them up. After the
30 election has closed, the notary will compile and cross-reference the online and hard copy
31 election results to ensure no duplicate ballots were submitted and submit a written report to the
32 Section office. All ballots will be returned to the Section office at that time and stored until
33 they can be destroyed.
34

35 F. 'Official Ballot Enclosed' must appear on all Ballots

36
37 Ballots will be printed on heavy, colored paper stock and the outside will be stamped with
38 "OFFICIAL BALLOT ENCLOSED".
39

40 G. Publishing Election Results

41
42 When the election results are published, the results will not include the individual votes each
43 candidate received. Information published with the results will include the total number of
44 ballots sent, total number of votes cast, the percent of the total membership that responded,
45 comparison to previous years, number of votes cast for each eligible candidate, number of votes

NOMINATING

1 needed for a candidate to be elected to office, and the total number of invalid ballots along with
2 an explanation of why they are invalid.
3

4 H. Publishing Slate of Candidates

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6 The Orthopaedic Section slate of candidates will be published on the Orthopaedic Section's
7 web site one month prior to the ballot mail date.
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