

## ELECTION OF OFFICERS AND BOARD MEMBERS

**POLICY:** South Dakota Society of Health-System Pharmacists (SDSHP) Officers and Board Members shall be elected by the highest (or most) number of votes received from the membership.

### PROCEDURE:

1. The SDSHP Board of Directors consists of the offices of President-Elect, President, Past-President, Secretary, Treasurer, and two Board Members At Large. Other representatives on the Board of Directors include one Resident Board Member, one Pharmacy Technician Board Member appointed by the South Dakota Association of Pharmacy Technicians, two Student Board Members appointed by the South Dakota State University (SDSU) Academy of Student Pharmacists, and the SDSHP Support Specialist.
2. Election of President-Elect, Secretary, Treasurer, and Board Members At Large:
  - a. Elections will be held yearly for the following vacant officer and board member positions:
    - i. The President-Elect will be elected each year. The President-Elect shall ascend to the office of President, then to Past-President, serving one year in each position for a total of three years.
    - ii. The Secretary and Treasurer shall each serve a two-year term, with each position being elected every other year on alternate years.
    - iii. The two Board Members At Large will each serve two-year terms. Each position shall be elected every other year on alternate years.
  - b. In December, the Committee on Nominations shall send out a "call for nominations" to the membership to solicit names of potential candidates for open board positions. Individuals may submit their own names or the names of other members.
    - i. The Chair of the Committee on Nominations should not be considered a candidate for the open positions. In the event the Chair is a candidate, the President shall appoint a new committee chair.
    - ii. At least two candidates should attempt to be identified for each position.
    - iii. If the list of potential candidates for open positions is exhausted without identifying the appropriate number of individuals, the Committee on Nominations along with the Board, shall identify additional candidates.
  - c. The Support Specialist shall prepare and coordinate the distribution of the official ballot to the membership. The names of the candidates, their professional background, a statement of intent from the president-elect candidates, and a ballot shall be

distributed to the voting members. The ballots shall be returned within the time frame specified on the ballot.

- d. The returned ballot votes shall be counted by the Support Specialist, and verified by the Secretary (if not a candidate) and the President. If the Secretary is a candidate, another Board member shall be appointed by the President to verify ballot count.
  - e. The candidates receiving the most votes shall be declared the winner. Ballots shall be kept on file by the Secretary for at least three years.
  - f. Tie votes shall be decided by a vote of the Board of Directors.
  - g. The Chair of the Committee on Nominations or President shall notify the candidates of the results of the election. The membership shall be notified through the SDSHP communications.
3. Election of Resident Board Member
- a. Elections will be held yearly
  - b. In July, the Committee on Nominations shall send out a SDSHP Resident Board Member application to the South Dakota Pharmacy Residents or South Dakota Pharmacy Residency Directors to distribute to their residents.
    - i. At least two candidates should attempt to be identified and fill out the application.
  - c. SDSHP Board of Directors will review applications and vote to determine the next Resident Board Member. The candidate receiving the most votes shall be declared the winner.
  - d. The Chair of the Committee on Nominations or President shall notify the candidates of the results of the election. The membership shall be notified through the SDSHP communications.

Developed by: D Sisson 08/2001

Approved by: SDSHP Board of Directors 03/2003

Revised/Approved: SDSHP Board of Directors 03/7/05

Reviewed and Revised: J Opperman, J Kappes 12/2011

Approved by: SDSHP Board of Directors 1/17/2012

Reviewed and Revised: R Hammerquist 7/2016, T Hellwig 7/2016

Approved by SDSHP Board of Directors 9/7/2016