Annual Business Meeting Rules

Introduction

Below are the rules of order for the association’s Annual Business Meeting and an outline of the procedure to be followed by any member wishing to propose an item for consideration at the Annual Business Meeting and for nominating members for election as Officers or to serve on the Council. Comments and suggestions were invited until the 15th of March. After considering any comments or suggestions received, the Council will adopt and publish the procedures for proposing items for the agenda, making nominations, and the meeting rules of order by April 1. To supplement the adopted rules of order, the President will appoint a parliamentarian to assist as needed during the meeting. If further guidance is required at any point, the President and the Parliamentarian will refer to Robert’s Rules of Order Newly Revised (11th edition, 2011) for guidance.

Time and Location

The 2016 Annual Business Meeting of the American Political Science Association will be held on Thursday, September 1, 2016 between the second and third panel timeslots of the day. This meeting may also be referred to as the Annual All Member Meeting.

Adjournment

If necessary, the meeting may be adjourned without notice to continue following the last panel timeslot Saturday, September 3, 2016. Further adjournments, if necessary, may be determined by the members then present whether or not they constitute a quorum.

Attendance

Current members of the association who have paid the established fees may participate in the meeting. Current members of the association will be provided with Annual Meeting registration badges identifying them as such.

Non-member attendees of the Annual Meeting and representatives of the media may attend the meeting but they may not participate in the discussions, conduct interviews on the floor during the meeting, or vote. Staff will be available to check for eligibility for at least the first hour of the meeting (and each adjournment if any). Persons who believe they should be admitted to the meeting but whose names are not found on the membership roster may appeal to a designated member of the Rules Committee for the hour immediately prior to the Annual Business Meeting for an immediate decision as to eligibility.

Presiding Officer and Parliamentarian

The President of the Association (or designee) serves as the presiding officer, with all the duties and powers that attach to that office. The President of the Association may appoint a person (whether or not a member of the association) to advise on questions of parliamentary procedure if and when they
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arise. A parliamentarian (if any) must be appointed before there is a prospect of any dispute over the conduct of the meeting.

Quorum

One hundred (100) members are necessary for a quorum, as required by Article VII, Section 1 of the Constitution. No business may be conducted until 100 eligible members are present in the meeting room.

Agenda

The agenda of the Annual Business Meeting is:

1) Officer and committee reports
2) Nomination of officers and council members and certification of nominees by the election committee
3) Constitutional amendments
4) Resolutions
5) Other Business

A preliminary agenda for each Annual Business Meeting, including the texts of all proposed constitutional amendments and resolutions, is published on the APSA website at least two weeks before the start of the Association’s annual meeting. The Council prepares and publishes a final agenda for the Annual Business Meeting, with the Council’s recommendations on each proposed amendment and resolution. The final agenda is available to participants from the beginning of the Annual Business Meeting.

Reports of officers and committees of the association are published on the association’s website at least two weeks prior to the start of the association’s annual meeting.

Discussion of Reports

The presiding officer may request an indication of the number of participants interested in speaking on each report and set a maximum time for discussion of the reports. Within the limits set based on this information, the presiding officer will schedule time for questions and discussion for one or more reports. A motion to conclude discussion on any report is in order at any time when the maker has been recognized, is not debatable, and if adopted by a majority of the members voting, takes immediate effect.

Proposal of Amendments to the Constitution

The APSA Constitution provides:

Amendments to the Constitution may be proposed by the council or by fifty (50) members of the association. The council shall transmit all proposed amendments to the next annual business meeting and may make recommendations on those amendments originating outside the council. (Art. IX, sec. 1).
The council shall have any proposed amendment printed in an official publication of the association prior to the next annual business meeting. The council shall then place the proposed amendment on the agenda of the business meeting. The business meeting may accept or reject the proposed amendment with or without further amendments to it. Within thirty (30) days the executive director shall submit amendments supported by at least forty percent (40%) of those members present and voting at the annual business meeting to the entire membership for vote by mail [or electronic] ballot. Ballots must be returned within thirty (30) days to be counted. A proposed amendment will be ratified if approved by a majority of those voting. An amendment shall take effect immediately upon ratification unless the amendment itself provides otherwise. (Art. IX, sec. 2).

The Constitution further requires that every proposed Constitutional amendment (unless initiated by the council itself) shall be referred to the council for consideration and recommendation before submission to the association at its annual business meeting, and that every referred proposed amendment, regardless of council recommendation, shall be submitted by the council to the association for action at its annual business meeting. (Arts. VIII and IX)

To implement these Constitutional requirements:

No proposed Constitutional amendment shall be considered by the council or transmitted to the annual business meeting unless it bears the personal signatures (see Definition of Personal Signatures) of fifty (50) proposers. A member may identify themselves as a proposer with a signed letter to the executive director specifically indicating the proposal supported.

The texts and signatures of at least 50 proposers of any amendment must be received by the executive director no later than May 1.

The Constitution stipulates that “the council shall have any proposed [Constitutional] amendment printed in an official publication of the association prior to the next Annual Business Meeting.” (Art. IX, sec. 2). To implement this requirement, all proposed amendments to the Constitution will be published in the July issue of *PS: Political Science and Politics*.

In publishing a proposed Constitutional amendment, only the Constitutionally required number of 50 signatures in the sequence originally received will be listed when printed in the association’s journal; the entire list will be published on the association’s website.

**Discussion of Amendments to the Constitution**

The presiding officer opens discussion of each amendment to the Constitution proposed by petition by setting a time limit for discussion and then recognizing the first signer of the related proposal (or a designee) to speak in support of the proposal for a maximum of five minutes. For each constitutional amendment proposed by the Council, the first speaker on the amendment is designated by the Council.

Following the first speaker on any amendment to the Constitution proposed by petition, a member designated by the Council presents the Council’s recommendation concerning the amendment by speaking for a maximum of five minutes.
Thereafter, for so long as the time allotted permits, the presiding officer will recognize to speak for a maximum of three minutes alternately participants opposed to and supportive of the proposal. A motion to conclude discussion on the current amendment is in order at any time when the maker has been recognized, is not debatable, and if adopted by a majority of the members voting, takes immediate effect.

Amendments to Amendments to the Constitution

A motion to amend the current amendment to the Constitution is in order at any time when the maker has been recognized. The motion requires a second. The maker of the motion may speak in support for a maximum of three minutes.

The motion must be germane as determined by the presiding officer. A motion to appeal the presiding officer’s determination may be made immediately after the determination is announced – no second is required, the motion is not debatable, and requires a majority of those voting to be approved.

The presiding officer may set a time limit for discussion of the amendment. Within that time limit, the presiding officer recognizes speakers to speak for a maximum of three minutes alternatively from those participants supporting and those opposing the amendment.

A motion to conclude discussion on the current amendment is in order at any time when the maker has been recognized, is not debatable, and if adopted by a majority of the members voting, takes immediate effect.

A motion to extend the time allowed for discussion of the amendment for a specified length of time may be made whenever the maker has the floor or immediately following the presiding officer’s announcement that the time limit for discussion has been reached. The motion must be seconded, is not debatable, and requires a majority of those voting to be approved.

Voting on the amendment to the amendment to the Constitution occurs when a motion to conclude discussion has been adopted or when the time limit for discussion has been reached. The presiding officer will repeat the text of the proposed amendment to an amendment of the Constitution and call for the ayes and nays. The presiding officer may require a show of hands if the outcome is not clear or upon a request supported by at least 10% of those present and voting. An amendment to a proposed amendment to the constitution is adopted when supported by at least 50 percent of the members present and voting.

The process described above is followed if and when an amendment to the amendment to the Constitution is proposed.

A motion to extend the time allowed for discussion of the amendment to the Constitution for a specified length of time may be made whenever the maker has the floor or immediately following the presiding officer’s announcement that the time limit for discussion has been reached. The motion must be seconded, is not debatable, and requires a majority of those voting to be approved.

A motion to postpone the current discussion in order to allow discussion of another related matter is in order whenever the maker has been recognized. The motion requires a second, is not debatable, and must be approved by at least 60% of the members voting to be approved. When the discussion of the related matter is completed, discussion of the current amendment to the Constitution continues until a decision has been made, the time limit is reached, or a motion to conclude discussion is adopted.
Motions to “table” or “postpone indefinitely” are not allowed; a member wishing to end discussion of the amendment currently being discussed should make a motion to end discussion as provided above.

Voting on the amendment to the Constitution occurs when a motion to conclude discussion has been adopted or when the time limit for discussion has been reached. The presiding officer will repeat the text of the proposed amendment (as amended if applicable) and call for the ayes and nays. The presiding officer may require a show of hands if the outcome is not clear or upon a request supported by at least 10% of those present and voting. An amendment to the Constitution requires the affirmative vote of at least 40% of those members present and voting to be adopted. Each adopted amendment is presented to the membership of the Association by secret ballot as provided in Article IX, Section 2 of the Constitution.

Proposal of resolutions for consideration at the Annual Business Meeting

A resolution may be proposed by the council under its general responsibilities and Constitutional mandate to "give its recommendations upon all questions (except the election of officers) to be presented to the Annual Business Meeting." (Art. VII, sec. 2). The Constitution contemplates the initiation of resolutions by others than the council but is silent upon the specifics of such initiation (Art. VIII). Accordingly, a resolution may be proposed by a single member of the association.

The Constitution requires that every resolution (unless initiated by the council itself) shall be referred to the council for consideration and recommendation before submission to the association at its annual business meeting, and that every referred resolution, regardless of council recommendation, shall be submitted by the council to the association for action at its annual business meeting. (Arts. VIII and IX)

To implement these Constitutional requirements:

No resolution shall be considered by the council or transmitted to the annual business meeting unless it bears the personal signature (see Definition of Personal Signatures) of at least one proposer. A member may propose a resolution with a signed letter to the executive director including the text of the proposed resolution.

The Constitution stipulates that "all resolutions shall be referred to the council for its recommendations before submission of the vote of the association at its Annual Business Meeting." (Art. VIII). The by-laws require that all material to be considered by the council must be in the hands of the council members 14 days prior to the council meeting. To comply with these requirements, all resolutions (except those proposed by the council) must be received by the executive director no later than the last day of July. To encourage full discussion and consideration by the membership as well as the council, proposers of resolutions are urged to deliver them to the executive director by June 1 so that they may be published on the APSA website for member discussion.

Discussion of Resolutions

The presiding officer opens discussion of each resolution proposed by petition by setting a time limit for discussion and then recognizing the first signer of the proposal (or a designee) to speak in support for a
maximum of five minutes. For each resolution proposed by the Council, the first speaker on the resolution is designated by the Council.

Following the first speaker on any resolution proposed by petition, a member proposed by the Council presents the Council’s recommendation concerning the resolution by speaking for a maximum of five minutes.

Thereafter, for so long as the time allotted permits, the presiding officer will recognize to speak for a maximum of three minutes alternately participants opposed to and supportive of the proposal. A motion to conclude discussion on the resolution is in order at any time when the maker has been recognized, is not debatable, and if adopted by a majority of the members voting, takes immediate effect.

Amendments to Resolutions

A motion to amend the resolution is in order at any time when the maker has been recognized. The motion requires a second. The maker of the motion may speak in support for a maximum of three minutes.

The motion must be germane as determined by the presiding officer. A motion to appeal the presiding officer’s determination may be made immediately after the determination is announced – no second is required, the motion is not debatable, and requires a majority of those voting to be approved.

The presiding officer may set a time limit for discussion of the amendment. Within that time limit, the presiding officer recognizes speakers to speak for a maximum of three minutes alternatively from those participants supporting and those opposing the amendment.

A motion to conclude discussion on the current amendment is in order at any time when the maker has been recognized, is not debatable, and if adopted by a majority of the members voting, takes immediate effect.

A motion to extend the time allowed for discussion of the amendment for a specified length of time may be made whenever the maker has the floor or immediately following the presiding officer’s announcement that the time limit for discussion has been reached. The motion must be seconded, is not debatable, and requires a majority of those voting to be approved.

Voting on the amendment to the resolution occurs when a motion to conclude discussion has been adopted or when the time limit for discussion has been reached. The presiding officer will repeat the text of the proposed amendment of the resolution and call for the ayes and nays. The presiding officer may require a show of hands if the outcome is not clear or upon a request supported by at least 10% of those present and voting. An amendment to a resolution is adopted when the amendment is supported by at least 50 percent of the members present and voting.

The process described above is followed if and when an amendment to the amendment of the resolution is proposed.

A motion to extend the time allowed for discussion of the resolution for a specified length of time may be made whenever the maker has the floor or immediately following the presiding officer’s
announcement that the time limit for discussion has been reached. The motion must be seconded, is not debatable, and requires a majority of those voting to be approved.

A motion to postpone the current discussion in order to allow discussion of another related matter is in order whenever the maker has been recognized. The motion requires a second, is not debatable, and must be approved by at least 60% of the members voting to be approved. When the discussion of the related matter is completed, discussion of the current resolution continues until the time limit is reached or a motion to conclude discussion is adopted.

Motions to “table” or “postpone indefinitely” are not allowed; a member wishing to end discussion of the resolution currently being discussed should make a motion to end discussion as provided above.

Voting on the resolution occurs when a motion to conclude discussion has been adopted or when the time limit for discussion has been reached. The presiding officer will repeat the text of the proposed resolution (as amended if applicable) and call for the ayes and nays. The presiding officer may require a show of hands if the outcome is not clear or upon a request supported by at least 10% of those present and voting. A resolution requires the affirmative vote of at least 40% of those members present and voting to be adopted. Each adopted resolution is presented to the membership of the Association by secret ballot as provided in Article VIII of the Constitution.

Nominations and Elections: Procedure at Annual Business Meeting

The names and qualifications of the persons identified by the Nominating Committee to be candidates for each office to be filled by election during the current year are published on the association’s website at least two weeks before the start of the association’s annual meeting.

At the Annual Business Meeting, the presiding officer recognizes the chair of the Nominating Committee to present the committee’s report of nominations for officers and members of the Council to be elected in the current year. The presiding officer then calls for nominations from the floor.

If any member rises to make a nomination for an officer or Council position, the name of the nominee must be accompanied by the names of at least, but no more than, 10 members of the association who have sponsored the nomination in a petition presented to the Secretary no less than 24 hours before the scheduled start of the Annual Business Meeting. The Secretary or designee confirms that such a petition has been received as required for the nomination to be in order.

When no additional members rise to make nominations, the chair of the Nominating Committee identifies the offices and Council positions, if any, for which there is only one nominee and makes a motion to elect the nominee for each of those positions in turn. A majority vote of those present and voting is required for election.

If any nominee fails to receive a majority vote, the office for which that person was nominated will become vacant at the end of the annual meeting and the position is to be filled by the Council on an interim basis until the next annual meeting as provided in Article V, Section 3 of the Constitution.

For each office for which there are two or more candidates, the Executive Director distributes ballots within 30 days of the end of the annual meeting for an election by mail ballot as specified by Article V, Section 1 of the Constitution.
Other Business

The presiding officer opens discussion of other business by setting a time limit for the discussion. No action may be taken on other business except to refer the matter to an officer, the Council, or a committee of the association for further consideration and action as appropriate. Such a referral may be suggested by the presiding officer or upon a motion of a member during discussion of the topic. The motion requires a second, is debatable, and requires a majority of those voting to be approved; debate on such a motion is limited to the choice of the officer or group to which the matter is to be referred.

Any officer or member of the Council may offer a topic for discussion as other business and speak for no more than five minutes in explanation of the topic and its importance to the association. The presiding officer recognizes any members wishing to speak on the topic.

A motion to conclude discussion on the current topic is in order at any time when the maker has been recognized, is not debatable, and if adopted by a majority of the members voting, takes immediate effect.

A motion to extend the time allowed for discussion of other business for a specified length of time may be made whenever the maker has the floor or immediately following the presiding officer’s announcement that the time limit for discussion has been reached. The motion must be seconded, is not debatable, and requires a majority of those voting to be approved.
2016 Rules for Nominations and Elections

Nomination

By the Nominating Committee: Article V, Section 2 of the APSA Constitution provides:

After each annual meeting the President shall appoint with the advice and consent of the Council and with due regard to geographical distribution and the fields of professional interest, three members to a Nominating Committee of six, to serve for two-year terms; and he or she shall designate the chair. The Committee may canvass the membership directly or indirectly for suggestions, and shall submit to the next Annual Business Meeting one nomination for each elective office to be filled, except the Presidency. The Nominating Committee shall select candidates with due regard to geographical distribution, fields of professional interest, types of institution, race, gender, ethnicity, methodological orientation, gender identity, sexuality, and other important forms of diversity. These nominations shall be announced to the membership, by any convenient means, well in advance of the Annual Meeting.

By petition: Article V, Section 2 of the APSA Constitution further provides:

Additional nominations, sponsored by at least 10 members of the Association, may be offered from the floor at the Annual Business Meeting, upon 24 hours’ advance notice to the Secretary. A nomination by petition is submitted on the Nomination and Consent Form or by notice to the chair of the Elections Committee as provided below. To be effective, a nomination must include the personal signatures of at least 10 members of the Association and the signature of the person nominated to certify willingness to serve if elected.

In advance of the Annual Business Meeting, individuals may indicate their support for the nomination of a specific person or, in the case of nominations for vice-Presidents or members of the Council, of a group of persons no larger than the number of positions to be filled by notifying the chair of the Elections Committee in care of the Association’s office. For this purpose, an email from the member addressed to pfrench@apsanet.org will serve as a substitute for a personal signature on the Nomination and Consent Form. A single email may indicate that more than one member is supporting the nomination if the email shows in its address field that each person identified as a supporter therein has been sent a copy.

In advance of the Annual Business Meeting, an individual who is being nominated may certify willingness to serve if elected by notifying the chair of the Elections Committee in care of the Association’s office. For this purpose, an email from the prospective candidate addressed to pfrench@apsanet.org will serve as a substitute for a personal signature on the Nomination and Consent Form.

At the annual meeting of the Association, the documents described above may be delivered by hand to the chair of the Elections Committee in care of the Association’s office at the meeting hotel. The delivery must take place no later than 24 hours before the announced starting time of the Annual Business Meeting.

A request to withdraw from nomination previously assented to by the candidate must be made by the candidate by registered mail or email within seven days of the end of the annual meeting and sent to
the chairperson of the elections committee in care of the association. In the case of withdrawals of persons named by the association’s nominating committee, a substitute nomination will be accepted within 15 days of the close of the business meeting if made with consent of the majority of committee members. The chairperson of the elections committee shall notify promptly all candidates of any withdrawals and substitutions of candidates.

Certification of Nominations

Before the start of the Annual Business Meeting, the chair of the Elections Committee prepares a roster of candidates showing, for each office and for membership on the Council, the names of the candidates who have been properly nominated and, if any, the names of persons who have been nominated but who have not yet provided a certification of consent and willingness to serve if elected. The roster indicates which nominees are proposed by the Nominations Committee and, for each nominee by petition, the names of the first ten persons who have indicated support for the nomination in the order received by the chair of the Elections Committee. This roster is posted at the office of the Association at the meeting hotel and is made available to the members as they arrive at the Annual Business Meeting.

At the Annual Business Meeting, the chair of the Elections Committee is recognized to present the roster to the attendees.

Nominees in uncontested elections begin their term at the end of the annual meeting of the Association. When the results of contested elections are announced by the Elections Committee (see below), the person(s) who have been elected begin their term(s) immediately. Terms end at the end of the annual meeting of the Association or when a successor has been elected.

Election

In advance of the annual meeting, the President appoints three members of the Council to serve as the Committee on Elections and names one of its members to be its chair. The Committee on Elections posts on the Association’s website an explanation of the arrangements for elections, including balloting if required, and for certification of the results of any contested election.

Article V, Section 1 of the APSA Constitution provides:

The elective officers, except the President, shall be chosen by vote of the members of the Association attending the Annual Business Meeting, a quorum being present, provided that whenever there is a contest for any elected office or offices such elections shall be conducted by mail ballot of the entire individual membership.

Procedures in the case of contested elections:

The Executive Director distributes ballots within 30 days following the conclusion of the annual meeting. The ballots must be returned within 30 days of their distribution to be counted. The Committee on Elections prepares the ballots and information supplements for distribution by the Executive Director.

Within 14 days of the end of the annual meeting, candidates may provide, in 400 words or less, a description of their professional career and accomplishments and a statement of their views for
inclusion as an information supplement; persons who signed the nomination petition for a candidate or group of candidates may provide, in 500 words or less, a statement of their position for inclusion as well. Candidates and sponsors are encouraged to provide these statements with the original nominating materials; they will be accepted (and can be modified) during the 14 days following the annual meeting and modifications to a statement may be made until 2 business days prior to the distribution of ballots. The statements will be posted on the Association’s website no less than 5 days prior to the distribution of ballots; candidates may respond to questions from members thereafter.

Campaigning
Candidates are encouraged to campaign given these rules:

Mailing address labels of the APSA may be rented at cost from the association by sponsors of any nominees. It is APSA policy not to distribute e-mail addresses for this purpose.

Candidates and anyone who campaigns on behalf of a candidate should be respectful of the other candidates.

Members of the elections committee shall neither actively endorse nor campaign on behalf of any of the candidates. Committee members may be a signatory for any candidate, amendment, or resolution.

The elections committee shall monitor the election and its conduct; subject to appeal of the APSA council.

Procedures for preparation and distribution of ballots
In preparing the ballots, the committee on elections shall make sure that:

Each office or set of offices is listed on the ballot separately, in an office-group ballot form.

The order of the candidate names in each office group shall be rotated.

Under each candidate’s name appears:

His or her current institutional affiliation; and

The names of the members nominating the candidate including Nominating Committee members. Only the constitutionally required number of names (10) will be listed. The candidate may designate the 10 names to be displayed. If the candidate makes no designation, the first 10 eligible names submitted will be listed.

The total number of members nominating the candidate. The full list of names of signatories will be displayed separately on the APSA website.

The committee on elections shall, within the time limits stipulated by the constitution (Art. V, sec. 1), fix the date on which the ballots will be distributed and the date by which they must be returned.

Ballots will be distributed to all members of the association in good standing as of the close of business on the last working day one week (7 days) prior to the distribution date. An official notice from the national headquarters shall be sent at least 14 days before the start of the election to all whose
membership would lapse in the quarter prior to the election giving warning of the last date at which dues can be received guaranteeing eligibility to vote.

**Procedures for counting of ballots**

Voters are not required to list more than one preference in order to have their vote counted.

For President-elect: If there are no more than two candidates, the candidate with the higher number of votes is elected. If there are more than two candidates, the election is conducted using a modified Australian preferential ballot as is described in an explanation of the balloting procedures posted on the Association’s website by the Elections Committee. (Article V, Section 2)

For Vice-presidents: The ballot allows members to vote for up to three of the listed candidates. The candidates with the highest numbers of votes are elected.

For Secretary: If there are no more than two candidates, the candidate with the higher number of votes is elected. If there are more than two candidates, the election is conducted using a modified Australian preferential ballot.

For Treasurer: If there are no more than two candidates, the candidate with the higher number of votes is elected. If there are more than two candidates, the election is conducted using a modified Australian preferential ballot.

For at-large members of the Council: The ballot allows members to vote for up to eight of the listed candidates. The candidates with the highest numbers of votes are elected.

**Procedures for ballot preparation on referenda and constitutional amendments**

The committee on elections shall also implement the council’s rules in preparing the ballot on referenda and constitutional amendments. The committee on elections shall make sure that

The referendum ballot contains, or is accompanied by:

- The complete text of any amendments or constitution, as the case may be, on which the membership is being asked to vote.
- The complete text of any resolution on which the membership is being asked to vote.
- The referendum ballot or ballots is accompanied by a statement of views including:
  - A statement giving the position of the Council on each proposed amendment or resolution;
  - A statement supporting each proposed amendment or resolution by the principal proposer or his or her designee; and
  - In those cases where there is manifest opposition to an amendment or resolution, a critical statement by a leading opponent or his or her designee.

The association shall prepare a web statement on the official APSA website that shall include constitutional provisions and rules with respect to elections.
Challenges to election results
Notice of challenges shall be sent to all candidates.

Candidates shall immediately bring any charges of irregularity in the conduct of the election to the elections committee which shall investigate such charges. The committee shall communicate any rulings it may make as a result of such charges, or on other matters affecting the conduct of elections, to all candidates and to those movers of resolutions and amendments who may be concerned and to the Council.

Release of election results shall be the duty of the elections committee. It shall promptly inform the executive director of the association, who shall inform all candidates, agents, sponsors, proponents and opponents of issues and may use other appropriate means to inform the membership. In addition, it shall certify results to the president and the executive director, and report on such results to the council. In addition, it shall report on any new rulings that may have been applied.

Recounts shall be held at the discretion of the elections committee or upon reasonable request of a candidate, proponent or opponent of a resolution or amendment submitted to the chairperson of the elections committee within 10 legal working days after the official announcement of the election results. Candidates involved shall be notified in advance of the time and place of the recount and shall be entitled to be present, via remote connection or in person as necessary. Requests for recounts which are denied by the committee may be appealed to the council.

If recounting shall not resolve a tie, the decision shall be made by secret ballot of the certified officers and council members.
2016 Rules for the Annual Business Meeting – American Political Science Association

Calendar

Changes to Annual Business Meeting Rules and Elections
February 15 - Draft of annual business meeting rules published on APSA website. Members will be encouraged by e-mail to view the draft of the rules and make comments regarding the changes.

March 15 - Deadline for member comments on draft of annual business meeting rules. Council receives draft including any member comments.

April 1 -- Final version of annual business meeting rules published on APSA website.

Constitutional Amendments, Resolutions, and Reports
February 15 – Schedule and requirements for submitting Constitutional Amendments, Resolutions, and Nominations published on the APSA website.

May 1 - All proposed Constitutional amendments together with the required fifty (50) signatures must be filed with the executive director and published in the July PS.

June 1 – Resolutions are encouraged to be filed with the Executive Director to be published on the APSA website.

July 31 - All proposed resolutions must be filed with the executive director to be published on the APSA website.

July 31 - Reports from officers and committees must be filed with the executive director.

Membership Notice
Mid-August - An official notice will be sent by the national office to all individuals whose membership will expire in the quarter prior to the election.

Nominations
Nomination and Consent Forms submitted prior to the annual meeting must be filed, together with the required ten (10) signatures, with the chair of the Elections Committee in care of the association no less than seven (7) days prior to the annual meeting.

Nomination and Consent Forms filed at the annual meeting must be filed with the chair of the Elections Committee, together with the required ten (10) signatures, at the APSA Office at the convention hotel at least twenty-four (24) hours prior to the start of the annual business meeting.

If necessary, Consent Forms from nominees may be sent to the chair of the Elections Committee up to 7 days following the annual meeting; nominees whose Consent Forms have not been received by that date will not be included on the ballot.