

SAATA ELECTIONS MANUAL

From the Bylaws

5. ELECTIONS

5.1 Election of Trustees: An election for vacant positions, as and when decided by the Board of Trustees to fill, will be called by the Elections Committee Chair. All voting members will be notified of the call for candidates via SAATA's newsletter and by announcement in the website.

5.2 Eligibility: Only Certified Members of SAATA are eligible to be nominated for the position of Trustee. Any voting member of SAATA can nominate any Certified Member and all nominations.

5.3 Closing Date: The closing date for all nominations to reach SAATA office will be 4.00 p.m. local time, 30 days from the date of dispatch of the newsletter or announcement in the website, whichever is later.

5.4 Notice: At least thirty (30) days prior to the closing date for nominations, the nominating committee will call for an election and nominations for the vacant positions decided to be filled. Such notice will be given to all voting members via SAATA's newsletter and by announcement in the website.

5.5 Ballots: Where there is more than one nominee for a position, a postal ballot shall be mailed or an electronic ballot shall be sent by email to all voting members within thirty (30) days of the close of nominations. In order to be counted, ballots shall be returned to reach SAATA's office, or other location designated by the nominating committee, within forty-five (45) days following the close of nominations.

5.6 Voting: Each voting member shall be entitled to cast one (1) vote for each vacancy but shall not be entitled to accumulate votes.

5.7 Results: The results of the election shall be announced to the candidates within thirty (30) days after the election results are determined and to the voting membership as soon as practicable thereafter.

5.8 Election Norm: The election of Trustees shall be by a simple majority of the voting members.

5.9 Validity: The election shall be valid only when the number of votes cast by the ballot within the time period specified equals or exceeds fifty (50) voting members or five percent (5%) of the voting membership whichever is the smaller.

From the Guidelines Manual

1. ELECTION POLICY

1.1 Ballot tabulation.

The SAATA Office Manager or Executive Council designated staff member may determine the method by which election ballots are tabulated.

1.2 Setting policy

Election policy is set by the Board of Trustees to meet the requirements of the Bylaws and these Guidelines and based on the recommendations of the Elections Committee.

1.3 Election Campaign Guidelines

Preamble. These guidelines are intended to assist in maintaining a spirit of collegiality and essential fairness in all SAATA elections and to keep the amount of campaigning and electioneering for trustee positions within established procedures.

1.3.1 Endorsement of Candidates

- i.** Individual members may endorse candidates for elected positions within the SAATA provided that such endorsement makes clear that it represents the personal view of the endorser. If such personal endorsements are made by individuals holding an elected, appointed, or honoured position within the SAATA such individuals may not mention their position within the organization as part of the endorsement.
- ii.** SAATA resources may not be used for the purpose of supporting any one candidate over another.
- iii** The electioneering use of newspaper or journal advertisements is prohibited.
- iv** The association's newsletter may be used to report the candidacy of members and election results provided that the report is included as a news article and all candidates for a nominated position are represented.
- v.** The staff of the SAATA are to refrain from electioneering in any form, including making personal statements regarding the qualifications of any candidate.

1.3.2 Campaign Statements

Candidates may make written statements to appear in the SAATA printed election booklet. Such statements will be confined to a discussion of issues facing transactional analysis and SAATA as well as a personal biographical sketch. Statements made by nominees for Trustees may not exceed 300 words.

1.3.3 Campaign Spending and Membership Appeal

- i.** Mass mailings on the part of a candidate for elected position or on behalf of that candidate by other individuals or organizations is prohibited. While it is appropriate for nominees to elected positions within SAATA to communicate their platforms and qualifications to the membership, mass mailings are deemed inappropriate because they create the possibility of unfair economic advantage for some nominees.
- ii.** Individual personal letters or phone calls to friends and colleagues are appropriate.
- iii.** Form letters or "Dear Colleague" type letters sent by an individual, a group of individuals, to a group of persons on a mailing list is not acceptable practice.

3.4 Dissemination of Information on Electioneering

- i.** The campaign procedures are to be published in SAATA's newsletter at the same time and along with the announcement of the Election Committee's selection of candidates for election.
- ii.** The SAATA office will mail a copy of the election campaign guidelines to each candidate at the time their nomination is official.

SAATA Election Nomination Form

Section 1 --- to be completed by *nominator*

I nominate _____ for the position of Trustee, SAATA
for the term _____ to _____.

Nominator:

_____	_____
Name (print)	Signature
_____	_____
Date	Address
_____	_____
Email	Address
_____	_____
Fax	Address

Section 2 --- to be completed by *nominee*

I, _____, accept the above nomination.

The following are to be sent *only* in the electronic format (doc or pdf format) to the Election Chairperson

- Candidate's Statement (max. 300 words)
- Candidate's photograph (jpg format)

Nominee:

_____	_____
Name (print)	Signature
_____	_____
Date	Address
_____	_____
Email	Address
_____	_____
Fax	Address

**This form is to be filled, signed and sent by post or fax to SAATA office.
Scanned images of this page are also acceptable.**

Instructions

Any voting member of SAATA can nominate any Certified Member and all nominations must be made in writing to the election chairperson.

Section 1: Must be filled out by the nominator and provide their contact information. The nominator shall provide the term the nominee is running for.

Section 2: Must be filled out by the nominee and provide their contact information. The nominee is the person that is running for office.

This form must be received by mail or fax within thirty days of announcement of elections at the address below. Receipt will be acknowledged by email within two working days. If you have any questions please contact the election chairperson.

SAATA Election Chair

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