

ACADEMIC CLASS MEETING PROCESS

Candidates for the nominating committee shall be determined by their respective classes. During a chapter meeting, each academic class represented in the chapter shall convene to select four (4) potential nominating committee members to represent their class. Each class shall present their recommendations to the archon and CKA, who will finalize the committee.

For chapters under 40 members, each class shall select two (2) potential nominating committee members per academic class.

Step 1: Chairman reads aloud the role of the nominating committee to the chapter.

“Nominating committee members will discuss applicants and their qualifications. They then make recommendations for the best candidate for each executive board position. The nominating committee is expected to be fair and transparent, while at the same time incorporating the values of Phi Sigma Sigma into their decision making. They shall act in such a manner that inspires trust and confidence in the process.”

Chairman reads aloud the requirements for serving on the nominating committee to the group:

- *“Members who are running for executive board are not eligible.”*
- *“Members who are suspended are not eligible.”*

Step 2: Chairman dismisses all members to meet with their academic class groups. This should take place live, in-person. Groups can each pick a corner of the room to gather in.

Step 3: Each group will open the floor for nominations or self-nominations for who they think will represent their group as the role requires.

- Allow each nominee to accept or decline the nomination.
- Allow as many nominations as the group wants.
- If someone is nominated who is not in attendance (due to a preapproved excuse) they may accept or decline a nomination electronically.

As needed, narrow the nominations down to four (4) candidates.

Option 1: Discuss among the group and decide using an elimination process, where nominees withdraw themselves. If members of the academic class feel they need more information, they may ask each candidate to provide a brief verbal explanation of why they want to be on the nominating committee

Option 2: Determine the final candidates through a group vote. If members of the academic class feel they need more information, they may ask each candidate to



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provide a brief verbal explanation of why they want to be on the nominating committee.

- i. For each candidate you will vote by show of hand.
- ii. Each member of the academic class may cast their vote for four (4) different candidates.
 - a. Names should be read in alphabetical order by last name.
 - b. Candidates can vote, and they may vote for themselves.
- iii. To be confirmed as a finalist, a candidate must obtain a majority vote.
 - a. For example, if 40 people are voting, any candidate receiving 21 or more votes is confirmed.
 - b. If more than four (4) candidates receive a majority vote, those receiving the highest number of votes are confirmed.
 - c. If less than four (4) candidates receive a majority vote, the group will vote again on the remaining, unconfirmed candidates.
- iv. The confirmed candidates are locked in and removed from the list of candidates for the next vote.
- v. In the next vote, members may cast their vote for as many candidates as there are unconfirmed spots. Candidates receiving the most votes are confirmed into the remaining spots.

Repeat until the required number of confirmed candidates has been reached. Record the group's selections and submit them to the archon and chapter key advisor.

