



## Nominations and Elections Policy

Governance Section: Governance

Revision Date: 03/28/2024

Page: 1 of 3

### Purpose

To establish a procedure for the nomination and election of the Pool's Secretary, four Executive Committee Members, and Treasurer.

### Authority

1. Interlocal Agreement, Section 7 (election of officers); and
2. Bylaws, Section 15 (election and progression of officers), Section 19 (composition) and Section 31 (treasurer)

### Policy

#### Section 1. Establishment of Size Criteria.

- a. The size criteria shall be based on miles per year from all modes. Mileage figures shall be based upon actual mileage figures for the year previous to the year in which the election is held.
- b. The Nominations and Elections Committee shall propose mileage size criteria to the Executive Committee for the Small, Medium, and Large Member Representative positions at the October Executive Committee meeting.
- c. At its October meeting the Executive Committee shall adopt mileage size criteria for the Small, Medium, and Large Member Representative positions.

#### Section 2. Nominations and Elections Committee.

- a. There shall be a Nominations and Elections Committee which shall consist of the President, Vice President, and Secretary. The Vice President shall chair the committee.
- b. The Committee shall convene at least sixty days prior to the Pool's annual meeting.
- c. The Committee shall call for and/or solicit nominations from the Pool's Member Representatives for the following:
  - (1) Secretary;
  - (2) Executive Committee Members from a small, medium, and large transit system;
  - (3) an At-Large Executive Committee Member; and
  - (4) Treasurer (noting special conditions in Section 6).
- d. The Committee will endeavor to secure broad, balanced, and diverse candidates having in mind the size and geographical locations of the Pool's Members.
- e. For all potential candidates the Committee shall ascertain each potential candidate's willingness to serve.

Section 3. Report by Nominations and Elections Committee. At least ten days prior to the Annual Meeting the Nominations and Elections Committee shall issue a report to all Members of its recommended potential candidates. There may be more than one candidate for any position. The same candidate can run for more than one position.

#### Section 4. Election at Annual Meeting.

- a. The candidates proposed by the Nominations and Elections Committee shall be nominated for the respective positions without the need for further action.
- b. Any candidate proposed by the Nominations and Elections Committee may withdraw his or her name from consideration.

- c. At the outset of the election, nominations shall be taken from the floor for candidates not proposed by the Nominations and Elections Committee.
- d. Provided a quorum of Board Members is present, each Board Member shall cast one vote for a candidate for each office to be elected. If a candidate for office receives more than 50% of the votes cast, that candidate is deemed elected. If no candidate receives more than 50% of the votes cast in the initial election for an office, a subsequent election between the two candidates receiving the greatest plurality of votes will take place. In the event of a tie vote, the candidates will give a pitch as to why they want to serve, there will be another vote taken for the same two candidates. In the event of another tie vote, the candidate who attended the most meetings that year will fill the position.
- e. Votes shall be by open ballot.

Section 5. Commencement of Terms Following Election. Immediately following the elections, the terms of office for the Secretary and four Executive Committee Members shall commence. Also, immediately following the elections, the former Secretary shall advance to Vice President and the former Vice President shall advance to President. The President moves to Past President.

Section 6. Special Election of Treasurer.

- a. The Nominations and Elections Committee will convene for the purpose of holding a special election for the position of Treasurer.
- b. The Committee shall issue a call to the Board for nominations of Member Representatives that meet the criteria established by RCW 48.62.111 and serves a financial role within their agency.
- c. The Committee shall determine the viability each nominee in terms of meeting the criteria and their interest in serving.
- d. The Committee will establish a slate of candidates for the election.
- e. The President may call a special meeting of the Board for the special election or hold the election at the next regular Board meeting.
- f. Any candidate proposed by the Committee may withdraw their name from consideration.
- g. Due to the vetting process necessary, nominations shall not be taken from the floor.
- h. Provided a quorum of Board Members is present, each Board Member shall cast one vote for a candidate for each office to be elected. If a candidate for office receives more than 50% of the votes cast, that candidate is deemed elected. If no candidate receives more than 50% of the votes cast in the initial election for an office, a subsequent election between the two candidates receiving the greatest plurality of votes will take place. In the event of a tie vote, the candidates will give a pitch as to why they want to serve, there will be another vote taken for the same two candidates. In the event of another tie vote, the candidate who has attended the most meetings that year will fill the position.
- i. Votes shall be by open ballot.
- j. The Treasurer's term (see Bylaws Section 31) will immediately commence upon election.
- k. If an election is not feasible (due to low numbers), the Board may appoint a Treasurer.

### **Amendment**

The Executive Committee may amend this policy consistent with the Pool's Bylaws.

### **History**

Policy on Nominations and Elections adopted September 29, 2006 which is hereby superseded by this policy. This policy was revised March 2024 for grammatical changes and to clarify tie vote.

**Repealer**

1. Resolution No. 1-2006, "A Resolution Establishing a Nominating Procedure for Secretary and Executive Committee Members" dated September 30, 2006 is hereby repealed; and
2. Resolution No. 3-2005, "A Resolution establishing size criteria for Executive Committee Membership" dated November 29, 2005 is hereby repealed.

Passed by the Executive Committee on March 28, 2024.

Attest:

Approved as to form:

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Shonda Shipman, President

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Monique Liard, Secretary

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Richard L. Hughes, General Counsel