



St. John's College ALUMNI ASSOCIATION

AA Elections – Nominating Alternate Candidates by Petition

Elections are governed by the Alumni Association's Articles of Incorporation, By-Laws, and Code of Operating Resolutions, all of which may be found at:

<http://community.stjohnscollege.edu/aa-records-committee/alumni-association---records---for-general-public-new>

Article VIII of the By-Laws govern elections generally and the procedure for nominating by petition alternate candidates (candidates other than those nominated by the AA Board) is found at Section 5. These instructions are designed to allow alumni to nominate such alternate candidates in compliance with the terms of the documents referenced above. Any candidate nominated must be eligible to serve in the office for which they are nominated. (In general, all alumni are eligible to serve, but there are some provisions relating to term limitations which might rule out certain specific alumni for some offices.)

Steps to take:

1. Have the candidate create or approve a short biographical sketch (not more than 250 words) for distribution to alumni in general prior to the election. In addition, the candidate should certify that he or she is willing to be nominated as a candidate for the relevant office and will serve in that capacity if elected. For your convenience, a form of such a certification has been attached to these instructions as **Appendix I**. The candidate should sign a copy of the completed form, which should then be delivered to the alumni office in Annapolis, by one of the means detailed below.
2. Twenty-five alumni must sign a petition nominating the proposed candidate. The petitions actually signed by the twenty-five alumni may take the form of one petition signed by all, or of twenty-five separate petitions each signed by one, or of any combination of the two. (For example, one could submit one petition signed by five alumni, and twenty petitions each signed by only one alumnus or alumna.) The petitions should clearly state, either in typed or in printed form, the name of the signing alumnus or alumna as recorded by the College, and have a signature. For your convenience, a form of such a petition has been attached to these instructions as **Appendix II**. It would be more convenient (and would make it less likely that one of the required documents is inadvertently misplaced) if all these documents were delivered at one time to the alumni office in Annapolis, but this is not a requirement. Sending more than twenty-five signatures from alumni is not required, but is allowed. The proposed candidate may sign a nominating petition and be counted as one of the twenty-five signatories. (This would be a separate signature than that outlined in step 1.)
3. The signed documents may be returned by any or all of the following three methods:
 - a) Hard copies may be sent by US Mail to the Alumni Office at 1160 Camino Cruz Blanca, Santa Fe, N. Mex. 87505, attention: Sarah Palacios, director of Alumni Relations.

b) Hard copies may be faxed to the Alumni Office at 505-984-6003.

c) Hard copies may be scanned into a commonly used format (such as .pdf) and sent to the Alumni Office as an attachment to an email at alumni@sjc.edu with the subject line 'AA election petition'.

We're sorry, but at this time we don't yet have the technological ability to use "electronic signatures."

All necessary documents must be received by the Alumni Office on or before May 5, 2017. Because US Mail takes some time, petitions sent by that method should be placed in the mail some days prior to the deadline to ensure receipt by that date.

For more information or for help in completing this process, contact Sarah Palacios, director of Alumni Relations, at 505-984-6121 or sarah.palacios@sjc.edu.

Appendix I: Certification of Consent for Nomination

_____ [insert name of nominee] is being nominated by petition for the office of _____ [insert name of relevant office] for the election to be held on June 4, 2017. The following is a short biographical sketch of the candidate:

[insert bio, of no more than 250 words, here]

The undersigned, the nominee referenced above, hereby certifies that he or she is willing to be nominated as a candidate for the relevant office and will serve in that capacity if elected. The undersigned further gives his or her consent to the use of the biographical sketch given above for the purpose of informing alumni of St. John's College in the election to be held on June 4, 2017.

By: _____

[print or type name above]

Signed: _____

Appendix II: Petition for Nomination

The undersigned alumni of St. John’s College, hereby nominate _____

[insert name of candidate] for the office of _____ [insert name of relevant office] for the election to be held on June 4, 2017.

By: _____ Signed: _____
[print name above]

[reproduce the above signature lines as many times as needed; if the petition is going to have only one signatory, you may wish to change the petition to read in the singular: “The undersigned alumnus/alumna of St. John’s College, hereby nominates ...”]