

**PROCEDURES AND TIMELINE FOR THE ELECTION OF  
OFFICERS AND DIRECTORS  
2010**

1. November 15, 2009 Board Meeting – The Board approves the 2010 Nominating Committee chair and members. The Nominating Committee consists of the two immediate Past Presidents (the penultimate past president serves as chair); one past Board member; two CAS members who have been Fellows for at least ten years and two CAS members who have been Fellows for less than ten years, and normally follows an established rotation procedure.
2. The Board approves:
  - 2010 Procedures and Timeline for the Election of Officers and Directors
  - 2010 Procedures and Timeline for the CAS Nominating Committee
  - 2010 Nominating Guidelines for PE, VPs and Directors
  - 2010 Candidate Information to be included on the Web Site
  - 2010 Telling Procedures
3. January 29 - February 26 – Petition Period for Candidates for Board and Preferential Ballot
  - The VP-Administration conducts, in a preferential ballot, a solicitation of Fellows for suggested nominees for President-Elect and Board of Directors, and suggestions for Vice Presidents.
  - The preferential ballot package includes information about the 2010 election process including online and paper ballot voting, Nominating Guidelines, and lists of members in leadership positions within the CAS, AAA, and CIA.
  - The preferential ballot package is posted on the Web Site.
  - Instructions for the submission of Board nominations by petition will be announced and documents will be made available on the CAS Web Site at this time as well.
4. March 22-23, 2010 Board Meeting – In Executive Session on March 22, the Board develops a list of potential Vice President candidates for the Nominating Committee’s consideration. The Board Chair provides the list of potential Vice President Candidates to the Nominating Committee.
5. March 23-24, 2010 – Nominating Committee meets to select President-Elect candidate. Candidate selection is made public. The Nominating Committee also selects the Vice President candidates and remaining Board candidates.
6. After Nominating Committee Candidate for President-Elect is Announced (exact dates TBD) – Petition Period for Candidates for President Elect.
  - The petition period will run for 30 days. Instructions for the submission of President-Elect nominations by petition will be announced and documents will be made available on the CAS Web Site.
7. April 6, 2010 – President advised of Nominating Committee slate for Vice Presidents. President advises the Board of the slate for Vice Presidents under confidential cover.

8. May 7, 2010 (exact date TBD; will be 30 days after petition period opens) – Deadline for receipt of President-Elect petitions from the Fellows.
9. May 12, 2010 – An announcement is posted on the CAS Web Site and included in the weekly e-mail bulletin informing Fellows that online voting is the default voting method but that they may request a paper ballot if desired. Fellows who wish to vote with the paper ballot must contact the CAS Office. The deadline to request a paper ballot is 5:00 p.m. EDT on July 2.
10. May 23, 2010 Board Meeting – Vice Presidents elected by Board.
11. May 28, 2010 (or as soon as information is available)
  - President and Vice President-Administration advised of Nominating Committee slate for Directors. Results of petition process for President-Elect are also communicated.
  - President advises the Board of the slate for President-Elect and Directors under confidential cover.
12. June 28, 2010 – “Meet the Candidates” section of the CAS Web Site is open.
13. August 2, 2010 – The CAS Office mails ballots to all Fellows who requested a paper ballot by the deadline and Fellows without an e-mail address on file. The ballot package includes a ballot form, instructions for accessing candidate information on the Web Site, a return white envelope, and a plain inside green envelope for confidentiality of the completed ballot. (Fellows may request to receive candidate information in hard copy format.)

CAS notifies Fellows by e-mail that the online voting booths are open. The e-mail will include a link to the ballot entry page. On that page, Fellows are required to log-in using the username and password on record with CAS. The ballot is password-protected to ensure that only Fellows may submit a ballot. The ballot includes links to the candidate information.
14. August 2, 2010– The CAS Office sends an e-mail to Fellows who will receive a paper ballot to expect the election ballot package in the mail.
15. August 2010– The Executive Director arranges for two Fellows to serve as Tellers, of whom one will be designated as Head Teller. The Head Teller shall be responsible for the validation of the listing of the ballots and the reporting of election results to the President.
16. August 9, 16, 23– The CAS Office sends an e-mail to Fellows who have not cast ballots reminding them that ballots must be cast online or received by August 30, 2010.
17. August 30, 2010– Deadline for receipt of paper ballots at CAS Office. Note: Must be at least four weeks after mailing date, and should be as close as possible to date Tellers will meet. The online voting booth will be closed at 5:00 p.m. Eastern on this day.
18. September 1, 2010– Tentative (depending on Tellers’ schedules) – Head Teller begins validation of ballots and the voting results. If appropriate, the Head Teller will prepare necessary ballots for subsequent balloting and the membership will be notified as soon as possible.

19. September 1, 2010– Head Teller delivers names of elected President-Elect and Directors to the President if elected in accordance with 2002 Election Process Task Force Report. If not, Tellers advise of need for second ballot.
20. September 2, 2010– The President contacts by telephone each elected candidate and should also contact candidates who were not elected to advise them of the election results.
21. The membership is notified within one week of notifying the candidates of the election results, including all votes, via posting on the CAS Web Site.
22. September 13, 2010– If necessary, second ballot mailed to Fellows who requested a paper ballot. CAS notifies Fellows by e-mail that the online voting booths are open for the second ballot.
23. October 11, 2010– Second ballots due in CAS Office. The online voting booth will be closed at 5:00 p.m. Eastern on this day.
24. October 12, 2010– Head Teller delivers names of elected President-Elect and/or Directors to the President.
25. October 13, 2010– The President contacts by telephone each elected candidate and should also contact candidates who were not elected to advise them of the election results.
26. The membership is notified within one week of notifying the candidates of the election results, including all votes, via posting on the CAS Web Site.

### 2010 Procedures and Timeline for the CAS Nominating Committee

<b>Date</b>	<b>Item</b>	<b>Responsibility</b>
January / February	Interest	The current President should ascertain from each incumbent VP if he/she is willing to continue in the position in the next year (beginning in November), without promising the position to the individual. The President and President-Elect inquire informally whether any Fellows have an interest in serving as VPs or as Board members.
February	Petition for Board and Preferential Ballot	The petition period for candidates for the Board is open from January 29 to February 26. Forms and instruction for the submission of nominations by petition will be announced and made available on the CAS Web Site. The Preferential Ballot for Board, President-Elect, and Vice President candidates is also conducted over the same dates.
March	Set Date	Nominating Committee Chair should set the date for the Nominating Committee to meet. The meeting should be scheduled for late March/early April. The current President, President-Elect, and Executive Director should be invited at this time to participate in the meeting for the first 1 to 1.5 hours to provide an overview of the state and future leadership needs of the CAS.
March	Preferential Ballot Results/Board Petition Results	Results of the preferential ballot for President-Elect, Officers and Board members are tallied by the CAS Office and distributed to the Committee Chair. The Chair, in turn, should distribute the results, under confidential mail, to the other members of the Committee. The President and President-Elect do not receive a copy of the preferential ballot results. The petitions for Director are also provided to the Committee.
March	VP Candidates	Following the March Board meeting, the Board Chair submits a list of suggested VP candidates to assist the Nominating Committee.
No later than April 20	Meeting	The Committee meeting begins with the President, President-Elect, and Executive Director providing comments on the current state and future leadership needs of the CAS, including suggestions for VP positions and Board members. After discussion, they are excused prior to the deliberations of the Nominating Committee. The Committee should determine a candidate(s) for the offices of President Elect, Director, and the VP positions. The Committee selects several alternates in the event that some nominees decline to run.

April/May	Candidate Selection	<p>The Committee Chair should immediately contact the nominee(s) for President-Elect and the Board to determine their willingness to run for office. The VP nominees should be contacted to confirm their willingness to be considered for appointment by the Board.</p> <p>The identity of the President-Elect candidate is made public.</p> <p>The slate of VP candidates is communicated to the President as soon as it is available.</p>
April/May	PE Petition	<p>The petition period for additional candidates for President-Elect is open for 30 days after the President-Elect candidate is made public. Forms and instructions for the submission of nominations by petition will be announced and made available on the CAS Web Site.</p>
No later than June 12	Elected Directors	<p>The President-Elect and elected Director candidate slate is due to the VP-Administration and President on this date at the latest. The Board is also notified at this time. The VP slate must also be communicated by this time.</p>
September	Appointed Directors	<p>The elected officers and directors meet in Executive Session during the September Board meeting to evaluate the effectiveness of the incumbent appointed Directors. The Chair should seek input from appointed Board members regarding the performance of their appointed colleagues and share this with the elected Board members during the special meeting as well. The Board Chair provides a summary of the Board's feedback to the Nominating Committee Chair, including a recommendation to reappoint or not.</p>
September / November	Meeting	<p>The Nominating Committee meets between the September and November Board meetings to make recommendations regarding each of the three appointed Board positions to either reappoint, replace, or leave vacant. If a recommendation to reappoint is made, the appointed Director(s) should be immediately contacted to determine willingness to serve an additional one-year term, if elected. If the appointed Director is willing to continue, the Nominating Committee Chair will notify the President, Board Chair, and Executive Director at least 10 days prior to the November Board meeting. If the incumbent is not willing to continue, the Nominating Committee will make an alternative recommendation as soon as possible, but in no event later than the March Board meeting of the following year.</p>

November	Board Meeting	The Directors will vote on the Nominating Committee recommendations for the appointed Director positions.
When Required	Board/Officer Vacancy	From time to time a current Board member or officer resigns or otherwise vacates his/her position before his/her term expires. In such a circumstance, the President will alert the Nominating Committee of the need to make recommendations to the Board to fill these interim vacancies. As before, the President and President-Elect should be invited to make suggestions to the Committee. Typically Board vacancies are filled during the November Board meeting and ratified by the Fellows during the business session at the Annual Meeting.

**CASUALTY ACTUARIAL SOCIETY  
NOMINATING GUIDELINES FOR  
PRESIDENT-ELECT, VICE PRESIDENTS, AND DIRECTORS  
2010 ELECTIONS**

In selecting candidates, the Nominating Committee is guided by the following criteria which are recommended for consideration in completing your preferential ballot:

**Board of Directors**

- A. Such service to the Society as:
  - 1. Holding office in the Society, including former Presidents.
  - 2. Contributions to Society publications.
  - 3. Membership on and leadership of Society committees, Regional Affiliates or Special Interest Sections.
  - 4. Participation in programs at Society meetings.
- B. Service to the actuarial profession through:
  - 1. Membership on boards or committees of other actuarial bodies (CIA, AAA).
  - 2. Attainment of stature in the insurance industry or other fields of actuarial endeavor.
  - 3. Participation in industry committees of interest to actuaries.
- C. A retiring elected Director shall not be eligible for reelection for at least one year after the expiration of the term for which he/she was elected (per CAS Constitution).
- D. Board members are expected to attend four meetings per year and to spend significant time outside the meetings keeping current on issues and preparing for the meetings. Two of the Board meetings coincide with the CAS Spring and Annual Meetings.

**President-Elect**

- A. In addition to the criteria listed under the Board of Directors, the candidate should have previously served as Vice President or as a Director. Former Presidents are ineligible.
- B. The full term commitment is three years, first as President-Elect, then as President, then as Chair of the Board of Directors. The total time commitment of the President-Elect is approximately 25-35% of time during the year, growing to 40-60% of time during the year when serving as President. In addition, there is a travel commitment to attend 25-35 meetings per year as President-Elect and President.

**Vice President**

- A. Such service to the Society as:
  - 1. Holding office in the Society, including former Presidents.
  - 2. Contributions to Society publications.
  - 3. Membership on and leadership of Society committees, Regional Affiliates or Special Interest Sections.
  - 4. Participation in programs at Society meetings.

- B. Service to the actuarial profession through:
1. Membership on boards or committees of other actuarial bodies (CIA, AAA).
  2. Attainment of stature in the insurance industry or other fields of actuarial endeavor.
  3. Participation in industry committees of interest to actuaries.
- C. The Nominating Committee will place emphasis on effective service as a CAS committee chairperson, organizational and management skills, and potential for other CAS leadership positions.
- D. Vice Presidents are expected to attend approximately six EC meetings and participate in four EC teleconferences per year, plus four Board meetings, while spending significant time outside the meetings keeping current on issues and preparing for the meetings. Two of the EC and Board meetings coincide with the CAS Spring and Annual Meetings.

**The following documents are provided to Fellows along with the Preferential Ballot**

- List of former Presidents
- List of current Board members
- List of Fellows who at the time of the 2010 Annual Meeting will have served as a Board member for at least three years but not as President or President-Elect
- List of Fellows who at the time of the 2010 Annual Meeting will have served as a Board member for less than three years but not as President or President-Elect
- List of Fellows, each of whom has been an officer but not President
- List of CAS Special Appointments
- List of Committee Chairpersons, Examination Committee Vice Chairpersons, and Examination Part Chairpersons from 1998 through 2010
- List of Regional Affiliate and Special Interest Section Presidents
- List of Fellows who have held senior casualty positions at the CIA and AAA

**2010 Candidate Information to be included on the Web Site  
President-Elect**

**NAME**

- ACAS Month/Year
- FCAS Month/Year
  
- Education
  
- Current Employment (please include position)
  
- CAS Activities and Publications (please include years on committees, years in positions, dates of publications)
  
- Other Actuarial Organizations (please list activities, positions, and years)
  
- Other Professional Designations

**Additional Biographical Information**

- Employment History (complete, abridged, or recapped)
  
- Membership and Activities in Other Organizations (professional and industry)
  
- Civic Activities (volunteer, elected, appointed)
  
- Other Publications
  
- Awards and Recognitions
  
- Other Relevant Information

**Question #1:** Why do you want to be the President-Elect?

**Question #2:** What particular qualities and experience would you bring to the office of President-Elect?

**Question #3:** Candidate Issue(s) Identification and Discussion

**2010 Candidate Information to be included on the Web Site  
Board of Directors**

**NAME**

- ACAS Month/Year
- FCAS Month/Year
  
- Education
  
- Current Employment (please include position)
  
- CAS Activities and Publications (please include years on committees, years in positions, dates of publications)
  
- Other Actuarial Organizations (please list activities, positions, and years)
  
- Other Professional Designations

**Additional Biographical Information**

- Employment History (complete, abridged, or recapped)
  
- Membership and Activities in Other Organizations (professional and industry)
  
- Civic Activities (volunteer, elected, appointed)
  
- Other Publications
  
- Awards and Recognitions
  
- Other Relevant Information

**Question #1:** Why do you want to serve on the CAS Board of Directors?

**Question #2:** Candidate Issue(s) Identification and Discussion:

## CAS 2010 TELLERING PROCEDURES

1. The Executive Director arranges for two Fellows to serve as tellers, one of whom is designated as Head Teller (August 2010).
2. The CAS Office creates randomized paper ballots so that each candidate is listed first, second, third, fourth, etc. on an approximately equal number of paper ballots. Randomization of candidate placement on the online ballot is enabled.
3. The CAS Office mails paper ballots by August 2, 2010 to all Fellows who requested them (at least four weeks prior to the August 30, 2010 deadline for returned ballots). CAS notifies Fellows by e-mail that the online voting booths are open.
4. The Executive Director instructs the staff on the need for absolute confidentiality of the balloting process.
5. Completed ballots are due to the CAS Office by August 30, 2010. The online voting booth will be closed at 5:00 p.m. Eastern Daylight Time on this day.
6. Ballots received by mail or submitted online by August 30, 2010 will be counted.
7. Paper ballots received after August 30, 2010 will be destroyed without opening. Ballots cannot be submitted online after August 30, 2010 because the online voting booth will not be accessible after 5:00 p.m. on this date.
8. Paper ballot envelopes will be alphabetized prior to deadline date to facilitate the verification process. A list of all Fellows who voted online will be generated.
9. For paper ballots to be counted, CAS Office verifies that the name on the white envelope is that of an eligible Fellow.
10. The CAS Office also verifies that no Fellow submits more than one ballot. Any cases of multiple ballots by one Fellow will be identified for handling by the Tellers in consultation with the Executive Director.
11. The CAS Office staff (with the Executive Director supervising) opens each envelope.
12. The Executive Director oversees the validation of paper ballots, checking for presence of "Official Ballot, Casualty Actuarial Society" imprinted with special blue CAS logo.
13. The Executive Director oversees verification that no paper ballot contains more than four votes for the position of Board Member or more than one vote for President-Elect. If there are too many votes for any position, no votes will be counted for that position, but this will not invalidate proper votes for other positions. The online ballot will not allow a Fellow to submit a ballot with too many votes.
14. No votes for a write-in candidate will be counted. On a paper ballot containing a write-in candidate,

votes for other candidates on the ballot will be counted unless the ballot is otherwise invalidated. The online ballot will not allow for write-in votes.

15. The CAS Office staff numbers each paper ballot and enters the results of each ballot into a computer spreadsheet. The tally of votes submitted through online ballots is added to the spreadsheet. (August 30, 2010)
16. The CAS Office produces a printout of the detailed data entry results of the ballots for the Tellers and verifies the accuracy of the data entered.
17. If the number of paper ballots is less than the difference between the vote totals for the candidates who receive the fourth and fifth most votes cast online, then the auditing of paper ballots is not necessary and the Tellers are informed that their services are not required.
18. Paper ballots and a detailed listing of results are transported from the CAS Office to a designated Teller location, if other than the CAS Office.
19. Entries and totals from the detailed listing of results are verified by Tellers using manual and/or sample testing procedures (tentatively scheduled for September 1, 2010).
20. On September 1, 2010, the Head Teller delivers names of elected President-Elect and Directors to the President if elected in accordance with 2002 Election Process Task Force Report.
21. If appropriate, the Head Teller will prepare necessary ballots for subsequent balloting and the membership will be notified as soon as possible.
22. Paper ballots, detailed listing of results, and summary letter of results are given to Executive Director for filing with CAS records.
23. Paper ballots and detailed listing of results will be destroyed after the 2010 Annual Meeting. The Executive Director will retain summary of results for use by the Nominating Committee.
24. After notifying the President of the results, the candidates are notified of the results of the election.
25. The membership is notified within one week of notifying the candidates of the election results, including all vote counts, via posting on the CAS Web Site.
26. On September 13, 2010, if necessary, second ballot mailed to Fellows who requested a paper ballot. CAS notifies Fellows by e-mail that the online voting booths are open for the second ballot.
27. On October 11, 2010, second ballots due in CAS Office. The online voting booth will be closed at 5:00 p.m. Eastern on this day. Paper ballots received after October 11, 2010 will be destroyed without opening.
28. On October 12, 2010, Tellers and CAS Staff repeat steps #8 through #22. Head Teller delivers names of elected President-Elect and/or Directors to the President. The Executive Director completes steps #22 and #23.