

*Note: The current Bylaws state: “Procedures for nominations and elections shall be established by a majority vote of the Directors present and voting at a meeting of the Board of Directors.” The election procedures below are provided as an example of Board-approved procedures that do not need to be specified in the Proposed CAS Bylaws.*

*Adopting this approach for other procedures in the new proposed Bylaws will allow greater efficiency and flexibility in making future changes to administrative processes, while also aligning the documents with current association best practices.*

*Also note that these procedures were approved prior to the Board’s adoption of the evolving Volunteer-Staff Framework, which includes sunseting the Executive Council. Therefore, the Board did not take action described below related to Vice Presidents.*

## **2021 PROCEDURES AND TIMELINE FOR THE ELECTION OF OFFICERS AND DIRECTORS**

Approved November 2020

1. November 2020 Board Meeting – The Board approves:
  - 2021 Procedures and Timeline for the Election of Officers and Directors
  - 2021 Procedures and Timeline for the CAS Nominating Committee
  - 2021 Nominating Guidelines for PE, VPs and Directors
  - 2021 Candidate Information to be included on the Web Site
2. January 27- February 26, 2021 – Call for Nominations and Petition Period for Candidates for Board and President-Elect
  - The VP-Administration conducts a solicitation of Fellows and Associates for suggested nominees for President-Elect, Board of Directors (including appointed Directors), and Vice Presidents.
  - The call for nominations includes information about the 2021 election process and Nominating Guidelines, and is posted on the CAS Website.
  - Instructions for the submission of Board/President-Elect nominations by petition will be announced and documents will be made available on the CAS Website at this time. The instructions will include a provision that allows Fellows who support a candidate’s petition to send an email to the CAS Office stating that he/she requests that [candidate name] be listed on the 2021 CAS elections ballot for Board of Directors/President-Elect. The email will be considered as a “signature” collected.
3. February 2021 Board Teleconference – In Executive Session, the Board develops a list of potential Vice President candidates for Nominating Committee consideration. Board Chair provides the list of potential Vice President candidates to the Nominating Committee.
4. March 2021 – Nominating Committee meets to select President-Elect, Vice President, and Board candidates.
5. May 3, 2021 (or as soon as information is available)
  - President advised of Nominating Committee slate for Vice Presidents. President advises the Board of the slate for Vice Presidents under confidential cover.
  - President and Vice President-Administration advised of Nominating Committee slate for

Directors and President-Elect. President advises the Board of the slate for President-Elect and Directors under confidential cover.

6. May 2021 Board Meeting – Vice Presidents elected by Board.
7. June 22, 2021 – “Meet the Candidates” section of the CAS Website is open. In addition to candidate information, a breakdown of geographic and employment type information for continuing Board members with a comparison of this information versus the membership at-large is posted. Voting Members are informed directly via e-mail that the material is available and reminders are included in the weekly e-mail bulletin. Social media outlets are also utilized as a vehicle for informing Voting Members about the availability of candidate information.
8. July 2021 – The July/August issue of the Actuarial Review is published online and printed and mailed to members. The newsletter includes a 100-word summary statement about the candidates for election.
9. August 2, 2021 – CAS notifies Voting Members 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, Voting Members are required to log-in using the username and password on record with CAS. The ballot is password-protected to ensure that only Voting Members may submit a ballot. The ballot includes links to the candidate information.
10. August 9, 16, 23, 31 – The CAS Office sends an e-mail to Voting Members who have not cast ballots reminding them that ballots must be cast online or received by August 31, 2021. Social media outlets are also utilized as a vehicle for reminding Voting Members about voting in the elections.
11. August 2021 Board Meeting – The Board approves the 2021 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; and six at-large CAS members. The rules for the six at-large CAS members are:

- At least two members that meet the criteria for Category A (Associates with CAS membership over 15 years or Fellows who have been Fellows for over 10 years) and at least two members that meet the criteria for Category B (Associates with CAS membership of no more than 15 years or Fellows who have been Fellows for no more than 10 years).
- At least one of these six must be an Associate; at least one of these six must be a Fellow.

In addition, the committee includes two non-CAS members:

- the Chief Executive Officer serves on the Nominating Committee to enhance the institutional memory of the committee.
- another non-member serves on the committee to provide an outside perspective, similar to the role of appointed Board members.

12. August 31, 2021–The online voting booth will be closed at 5:00 p.m. Eastern time on this day.

13. September 1, 2021 – (tentative, depending on Tellers' schedules) – If necessary, Head Teller begins validation of ballots and the voting results. If appropriate, the Head Teller will prepare necessary ballots for a second ballot and the membership will be notified as soon as possible.

A majority of the votes cast by Voting Members shall be necessary for the election of the President-Elect. For the election of Directors, the four candidates with the highest number of votes cast shall be elected, subject to a requirement that one-third of the valid ballots cast for Director shall be necessary for the election of a Director. Should the requirement not be met, a second ballot would be prepared that would include the names of the candidates who received the highest number of votes but who were not elected. The number of candidates on this slate would include would be equal to the number of open Board seats plus one. Voting Members would be instructed to cast votes for each of the open seats.

14. September 1, 2021 –Chief Executive Officer or Head Teller (if necessary) 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.

15. September 1, 2021 – The President contacts by telephone each elected candidate and candidates who were not elected to advise them of the election results.

16. The membership is notified within one week of notifying the candidates of the election results, including all votes, via posting on the CAS Website.

17. September 7, 2021–CAS notifies Voting Members by e-mail that the online voting booths are open for the second ballot.

18. October 5, 2021–The online voting booth will be closed at 5:00 p.m. Eastern time on this day.

19. October 6, 2021– Head Teller delivers names of elected President-Elect and/or Directors to the President.

20. October 6, 2021– The President contacts by telephone each elected candidate and 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 Website.