

## **2023 PROCEDURES AND TIMELINE FOR THE ELECTION OF OFFICERS AND DIRECTORS**

1. November 2022 Board Meeting – The Board approves the 2022 Nominating Committee 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 one non-CAS members:

- the Chief Executive Officer serves on the Nominating Committee to enhance the institutional memory of the committee.
2. December 2022 Board Meeting – The Board approves:
    - 2023 Procedures and Timeline for the Election of Officers and Directors
    - 2023 Procedures and Timeline for the CAS Nominating Committee
    - 2023 Nominating Guidelines for PE, VPs and Directors
    - 2023 Candidate Information to be included on the Web Site
  3. January 10 - February 24, 2023 – Call for Nominations and Petition Period for Candidates for Board and President-Elect
    - The CAS 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 2023 election process and Nominating Guidelines, and is posted on the CAS Website.
    - Instructions for the submission of Board/President-Elect nominations by petition also will be announced and documents will be made available on the CAS Website at this time. The instructions will include a provision that allows Voting Members 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 2023 CAS elections ballot for Board of Directors/President-Elect. The email will be considered as a "signature" collected. The petition for the Board of Directors must be signed by 74 Voting Members (or more, representing at least 1% of the Voting Members). The petition for President-Elect must be signed by 148 Voting Members (or more, representing at least 2% of the Voting Members).
  4. February 2023 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.

5. March 2023 – Nominating Committee meets to select President-Elect, Vice President, and Board candidates. The Nominating Committee may nominate one additional person per open position. The Nominating Committee must always nominate a sufficient number of candidates to attain a minimum of eight Board candidates and one President-Elect candidate, even if the number nominated is more than one per open position.
6. May 2, 2023 (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 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.
7. May 2023 Board Meeting – Vice Presidents elected by Board.
8. June 20, 2023 – “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 and on social media.

Voting members have the opportunity to pose questions to the Board and President-Elect candidates (not individuals). The deadline for submitting questions is July 3 at 12:00 p.m. ET. Questions and responses from each candidate will be posted on July 17. Questions submitted by Voting Members will be reviewed and approved by the Nominating Committee, which reserves the right to edit or decline to include any questions it deems to be inappropriate or duplicative.

9. July 6, 2023 – 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.
10. August 1, 2023 – CAS notifies Voting Members by e-mail that the online voting booths are open. The e-mail will include a link to access the ballot. The ballot includes links to the candidate information.
11. August 7, 14, 21, 28 – The CAS Office sends an e-mail to Voting Members who have not cast ballots reminding them that ballots must be cast online by August 30, 2023.
12. August 30, 2023 – The online voting booth will be closed at 5:00 p.m. Eastern time on this day.
13. August 31, 2023 – Chief Executive Officer (or his/her designate) delivers names of elected President-Elect and Directors to the President, if elected in accordance with 2002 Election Process Task Force Report. If not, VP-Administration advise of need for second ballot.

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 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. August 31, 2023 –If necessary, VP-Administration prepares necessary ballots for a second ballot and the membership will be notified as soon as possible.
15. August 31, 2023 – 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.

If Necessary:

17. September 6, 2023 – CAS notifies Voting Members by e-mail that the online voting booths are open for the second ballot.
18. October 4, 2023 – The online voting booth will be closed at 5:00 p.m. Eastern time on this day.
19. October 5, 2023 – Chief Executive Officer (or his/her designate) delivers names of elected President-Elect and/or Directors to the President.
20. October 5, 2023– 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.