



Association for Hanna Somatic Education®, Inc.
2137 Penny Lane, Napa, CA 94559-3602

Election of Officers and Directors—Policies and Procedures

Foundation

The Association for Hanna Somatic Education, Inc., is a corporation organized under the California Corporations Code, Title 1, Division 2, Part 2, Nonprofit Public Benefit Corporation. The AHSE Bylaws were adapted from the provisions of Part 2 of this code, of which Chapter 5 relates to the Election of Directors.

The election of Officers and Directors is governed by the AHSE Bylaws,

ARTICLE 13, Section 4(f), Section 10 (b), and Section 11.

Pertinent Bylaw Provisions

- Directors shall be elected by written mail ballot. Such ballots for the election of directors shall list the persons nominated at the time the ballots are mailed or delivered.
- Generally, any person who is qualified to be elected to the Board of Directors shall be nominated either by a nominating committee or by any voting member prior to the deadline for nominations for directors.
- This corporation shall make available to members reasonable nomination and election procedures with respect to the election of directors by voting members.

Note: The election procedures outlined in the AHSE Bylaws do not provide for write-in votes.

Policies and Procedures Adopted by AHSE Board of Directors

- A qualified member eligible to be elected is an Active Charter member or a Certified member.
- Any qualified member can be nominated in writing by a nominating committee or by any qualified member (including the nominating member) before the deadline for nominations for directors.
- Pursuant to the California Code for Non-Profit Public Benefit Corporations (upon which AHSE Bylaws governing election procedures are based) receipt of nominations for Officers and Directors of the AHSE Board of Directors will be due by a specified received-by date not less than 50 days and not more than 120 days prior to the election at the Annual Meeting.

- To qualify, the AHSE must receive the following items by January 31 of the election year, the nomination deadline:
 - The Nominee's name and the Board of Director position, as well as the name of the person submitting the nomination.
 - The Nominee's acceptance of their nomination. (To ensure the nominee's willingness to serve on the BOD.)
 - The Nominee's statement to the members (optional) concerning qualifications, reason for running for office, etc. (To be fair to all, nominee statements must be limited to a maximum of 300 words and can be edited if deemed necessary.)

Each of these items must be composed and submitted as a separate document, addressed to the Nominations Committee. These documents can be submitted either as e---mail attachments directly to the Membership Committee or to the AHSE postal address.

After the Nomination Deadline

All current Active Charter and Certified Members who have paid their annual membership dues will receive an election packet by U.S. mail. This packet will be mailed 30 days prior to the annual meeting and contains the following:

- Instructions for voting procedures
- A secret ballot
- A return envelope: (1) with a place for a member to print his/her name which can be indicated by any means of printing, whether by hand, stamp, label, or mechanically created; (2) and a place for the member's validating signature on it
- An inner envelope within which to secure a secret ballot
- The list of nominees for each position
- The nominees' election statements to the members
- A member who did not receive or has lost his/her ballot will be provided a replacement ballot if the Election Committee is notified in sufficient time to send a replacement ballot.

For the ballot to be valid, AHSE must receive the member-signed and properly mailed election ballot by the date specified.

Election of Officers and Directors at Annual Meeting

On the morning of the Annual Meeting, the AHSE President calls for volunteers from among the members present who are not running for office to serve on the Tellers Committee. The President will appoint a voting member to be the Chair of the Tellers Committee and will

appoint at least one other voting member to serve as an assistant on the committee. The Tellers Committee will receive the following instructions from the President or the Chair of the Elections Committee.

- Check that each voting member has validated their vote by signing the outer envelope.
- Validate that each voting member's name and return address have been legibly printed by any means of printing (by hand, stamp or label) in the upper left corner of the outer envelope which contains the secret ballot envelope.
- Open the outer envelopes and separate them from the sealed inner envelopes.
- Open the secret ballot envelopes and remove the ballots.
- Ballots received by the Elections Committee will be valid even if they contain a "write-in-vote" (which does not count as a valid vote) or other extraneous markings on the otherwise clearly marked ballot.
- Tally the votes.
- Secure all envelopes and ballots until the election procedures are completed at the Annual Business Meeting.
- Report the results of the election at the Annual Business Meeting.
- Lastly, after an approved motion of the AHSE members at the Annual Business Meeting, give the ballots to the voting member designated by the motion to destroy all the election envelopes and ballots.

Election Results and Administering Oath of Office

After the election results have been formally announced at the Annual Business Meeting, the Oath of Office will be administered to the newly elected officers of the Association.

Oath of Office

As a duly elected director, I promise to serve faithfully the members and purposes of the Association for Hanna Somatic Education, Inc., by fulfilling the duties and responsibilities of the office to which I have been elected.