

# DARTMOUTH ALUMNI COUNCIL

## **Recommended Procedures for Election/Selection of Representatives to Alumni Council**

The mission of the Alumni Council of Dartmouth College is “[t]o sustain a fully informed, representative, and engaged exchange of information and sentiment between alumni and their College, and to enhance and inspire alumni involvement that furthers the mission of the College.” Under its Constitution, the membership of the Council is drawn from a variety of alumni constituent groups, including classes, clubs, affiliated groups and the graduate schools. To assure members of the Council are representative of their constituencies and can be effective facilitators of communication between and among alumni and the College, the Council recommends that Councilors be elected or selected by their constituents using the methods set forth below. Because these groups vary greatly in their missions, geographic ranges and activities, the Council believes flexibility is preferable to a standardized practice for all. In each instance, however, there should be transparency in the process and opportunities provided to those who actively wish to serve on the Council representing the particular constituency.

The term of each Councilor (other than undergraduate representatives) commences on July 1 of the year elected or selected and continues for three years. Thus, it is expected new Councilors will be elected or selected in the spring of the year when the term of the current Councilor representing the constituency expires.

### **I. CLASSES**

A. Solicitation. The Class Nominating Committee or Executive Committee (as the case may be) should solicit nominations for its Alumni Council representative by email to the Class membership and through the Class Newsletter. Class members can make self-nominations or nominate other classmates.

B. Nomination. The Committee can accept all nominations received or may narrow the field of candidates to no less than two by deliberation. Once the Committee has formed a slate, the candidates should be asked to provide a statement about their interest and qualifications to serve as the Class representative to the Alumni Council. The statements should be posted online and/or in the Class Newsletter.

C. Election/Selection. Classes have several options for election/selection of the Alumni Council representative. In all cases of election, the candidate receiving the greatest number of votes shall be the winner. The result of the election shall be communicated to the Director of Alumni Leadership in the Alumni Relations Office of the College.

1. In-Person Reunion Voting. Classes may vote in-person at reunion for the Alumni Council representative. Classes also may vote at reunion in advance for the Councilor who will take office before the next in-person reunion five years hence (each Alumni Council term being three years).

2. Online Voting. Classes may hold an online election using any appropriate online election service selected by the Committee.

3. Online and U.S. Mail Voting. Classes may hold both an online and a paper ballot vote by mail (to capture the votes of those for whom the Class does not have an email address).

4. Selection of Representative by Committee. Classes also may charge a Class Committee (Executive or Nominating) with the selection of the Councilor. Upon consideration of the candidates' statements, the members of the Committee shall each vote for one, and the candidate receiving the greatest number of votes shall be the winner.

## II. **CLUBS**

### A. Metro Club Representatives

1. Solicitation. The Club's Board, Executive Committee, or Nominating Committee (as the case may be) should solicit nominations for its Alumni Council representative by email to the Club membership and any newsletter(s) that may be published in the winter or spring. The Board or Committee should consider all nominations received, as well as any other members it determines might be appropriate representatives.

2. Nomination. The Board or Committee should narrow the number of nominees to two or three by deliberation. Those nominees should then be asked to provide a short statement regarding their interest and qualifications to serve as the Club's representative to the Alumni Council.

3. Election/Selection. Metro Clubs have two options for election/selection of the Alumni Council representative. The result of the election/selection shall be communicated to the Director of Alumni Leadership in the Alumni Relations Office of the College.

a. In-Person Voting. At its annual meeting in the year the term of its current Councilor ends, the Club members present may vote in-person for their Alumni Council representative from the two or three nominated candidates. The candidate receiving the greatest number of votes shall be the winner.

b. Selection of Representative by Committee. Upon consideration of the candidates' statements, the members of the Club's Board or Executive Committee shall each vote for one, and the candidate receiving the greatest number of votes shall be the winner.

### B. Regional Representatives

1. Solicitation. The Secretary of the Executive Committee of the Club Officers Association should solicit nomination of members of the non-Metro Clubs within the

particular Region from the Presidents of those Clubs by email in November or December prior to expiration of the current Councilor's term.

2. Nomination. The candidates nominated shall be reviewed by the Nominating Committee of the Club Officers Association in advance of the annual meeting of the Club Officers Association. The Nominating Committee should narrow the number of nominees to two or three for each Region. Those nominees should then be asked to provide a short statement regarding their interest and qualifications to serve as the Region's representative to the Alumni Council.

3. Election. Upon consideration of the candidates' statements, the members of the Nominating Committee shall vote for one candidate for each Region. The candidate receiving the greatest number of votes in each Region shall be the winner. The result of the election shall be communicated to the Director of Alumni Leadership in the Alumni Relations Office of the College.

C. Club Officers Association Representatives

1. Nomination. The Nominating Committee of the Club Officers Association shall consider all of the members of the Executive Committee of the Club Officers Association and nominate one or two to be the Association's representative to the Alumni Council.

2. Election. The Executive Committee shall vote for one of the nominees (if more than one), and the candidate receiving the greatest number of votes shall be the winner. The result of the election shall be communicated to Director of Alumni Leadership in the Alumni Relations Office of the College.

III. **AFFILIATED GROUPS**

A. Solicitation. The Affiliated Group's Board, Executive Committee, or Nominating Committee (as the case may be) should solicit nominations for its Alumni Council representative by email to the Group's membership and any newsletter(s) that may be published in the winter or spring of the year when its current Councilor's term expires. The Board or Committee should consider all nominations received, as well as any other Group members it determines might be appropriate representatives.

B. Nomination. The Board or Committee should narrow the number of nominees to two or three by deliberation. Those nominees should then be asked to provide a short statement regarding their interest and qualifications to serve as the Group's representative to the Alumni Council.

C. Election. Upon consideration of the candidates' statements, the members of the Group's Board or Committee shall vote for one, and the candidate receiving the greatest number of votes shall be the winner. The result of the election shall be communicated to the Director of Alumni Leadership in the Alumni Relations Office of the College.

#### IV. GRADUATE AND PROFESSIONAL SCHOOLS

A. Solicitation. An alumni board affiliated with the graduate school or graduate professional program (for example, Dartmouth Medical School Alumni Council, Boards of Overseers, etc.) should solicit nominations for its Alumni Council representative by email. Alumni can make self-nominations or nominate other alumni of that school.

B. Nomination. The alumni board should narrow the number of nominees to two or three by deliberation. Those nominees should then be asked to provide a short statement regarding their interest and qualifications to serve as the Alumni Council representative.

C. Selection. Upon consideration of the candidates' statements, the alumni board shall select the Alumni Council representative. The selection shall be communicated to the Director of Alumni Leadership in the Alumni Relations Office of the College.

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