

GUIDELINES AND PROCEDURES FOR 2010 IVS ELECTIONS

- The following IVS sections shall take part in the voting for IVS officers: American Viola Society, Australia and New Zealand Viola Society, Brazilian Viola Society (Sociedade Brasileira de Viola de Arco), Canadian Viola Society, Chinese Viola Society, English Viola Society, French Viola Society (L'Association les Amis de l'Alto), German Viola Society, Nigerian Viola Society, Nordic Viola Society (including Finnish and Icelandic Viola Societies), Polish Viola Society (Polskie Towarzystwo Altowiolowe), South African Viola Society, Spanish Viola Society, and Welsh Viola Society.
- Any member from the above sections is eligible to nominate a candidate for IVS President, Vice President, Secretary, or Treasurer. Section members may nominate any candidate meeting the qualifications for the office, including themselves. Nominations may be sent directly to the coordinator of elections, or to the respective section president or secretary, who will then forward any nomination to the coordinator. If a section president or secretary accepts a nomination for IVS office, they will no longer be permitted to accept or forward nominations for that position. Future nominations from members of that section should be sent either directly to the elections coordinator or forwarded through the section president or secretary who is not seeking an IVS office. The coordinator will contact each nominee to verify their willingness to run for office
- **Qualifications for Office**
 - o President: Any person who has successfully served as a Section President, Vice-President or served on the IVS Presidency is eligible to run for IVS President.
 - o Vice-President, Treasurer, Secretary: Any person who has successfully served as an officer or executive board member of a Section or has served on the IVS presidency.
 - o The President and Vice President may not be permanent residents of the same geographical area. These geographical areas are currently recognized as Africa, Asia, Australia/New Zealand, Europe, North America, South America.
 - o Three different sections must be represented on the IVS Presidency.
- General requirements for all IVS officers - All IVS officers are expected to make every effort within reason to attend International Viola Congresses, scheduled and called meetings. The IVS President is expected to attend all three Congresses during his or her term of office and only due to unforeseen circumstances or emergencies should he or she request to be excused. For specific duties of each office, please refer to the IVS Constitution By Laws- The Presidency (B. section), available on the IVS website: www.viola.com/ivs (click: By Laws).
- Nominations for IVS president will be accepted through April 2. Election for IVS president shall take place prior to nominations and election for IVS Vice President, Secretary, and Treasurer. Unsuccessful candidates for president shall be eligible to seek nomination for the remaining IVS offices. Nominations for vice president, secretary, and treasurer shall be open after results of the presidential election have been announced. Nominations shall remain open for a minimum of two weeks.

- After the close of nominations, the coordinator shall prepare a list of all candidates that will include a picture of each candidate, a brief biography stating the experience and qualifications of the candidate, and a statement outlining the candidate's vision and goals for the IVS. This material shall be provided by each candidate. Each section is encouraged to make the list of candidates available to their entire membership and solicit comments and opinions from their membership. The list of candidates will also be available as a link on the IVS website: www.viola.com/ivs. There will be at least two weeks allowed for dissemination of candidate information before final ballots are due.
- The list of nominators for each candidate shall be made available to section members as a separate attachment, apart from the ballot and list of candidates. The list of nominators for each candidate shall be in alphabetical order and shall give the IVS section in which the nominator is a member as well as any positions held by the nominator within the IVS or respective section.
- Each section shall determine its own voting procedure. Each section will have one vote. One ballot shall be sent to the president of each section, or an individual designated in advance by the president, in writing. Final ballots must be returned by the deadline to the coordinator, and will only be accepted from the president or designated representative. Ballots will be encrypted to guarantee secrecy and security.
- To be elected, a candidate must receive a majority of the total votes cast. If no candidate receives a majority for a particular office, there will be a run-off election between the two candidates receiving the most votes.
- Timetable for IVS Election of Officers:
 - o April 2: Nominations for IVS President close.
 - o April 7: List of candidates running for president is circulated and posted on IVS website.
 - o April 14: Ballots for IVS President are sent to voting delegates.
 - o April 23: Ballots for IVS President are due by 10:00 p.m. US Eastern Daylight Time.
 - o April 26: Results for IVS President announced. If a run-off election is required, this will begin immediately, to be completed by April 30.
 - o April 26: Nominations for IVS Vice President, Secretary, and Treasurer open.
 - o May 10: Nominations for IVS offices close.
 - o May 13: List of candidates running for vice president, secretary, and treasurer is circulated and posted on IVS website.
 - o May 20: Ballots for IVS Vice President, Secretary, and treasurer are sent to voting delegates.
 - o May 28: Ballots are due by 10:00 p.m. US Eastern Daylight Time.
 - o May 31: Election results will be announced. If a run-off election is required for any office, this will begin immediately, to be completed by June 7.