

2025 North American Leadership Group Elections

Policies & Procedures

1. An Elections Committee shall be created. The purpose of this committee is to oversee the election process, conduct the election process and review the procedures annually. This committee shall oversee the Access 4 Learning (A4L) Community North America (NA) Leadership Group elections.
2. This Committee shall be open to all A4L Community Voting Participants. The A4L Community Executive Director conducts the election according to the direction of the Elections Committee. This committee shall operate under strict confidentiality that is required / expected of members of the Election Committee.
3. The Elections Committee shall meet not later than two (2) months prior to the A4L Community North America Annual Meeting to review election procedures and provide guidance to the A4L Community Executive Director.
4. The A4L Community Executive Director announces to the A4L Community North America Membership that the NA Leadership Group Elections will be held at the A4L Community North America Annual Meeting eight (8) weeks prior to the A4L Community North America Annual Meeting (or no later than the end of May). In this notice to all A4L Community members, identification of Primary Business contacts for election voting will be stressed.
5. Each A4L Community Voting Participant is permitted to have a maximum of one (1) representative serving on an individual Leadership Group at any given time.
6. Each A4L Community Voting Participant may be represented on a locale Leadership Group and the International Technical and Privacy Leadership Group (ITP-LG) at the same time.
7. Only one ballot per A4L Community North America Voting Participant shall be cast. The Primary Business Contact is the official voting representative of the Voting Participant unless designated elsewhere within the organization. Should more than the advised number of candidates be selected from the ballot, only the first chosen names, to the maximum of advised seats, from the ballot will be accepted.
8. A4L Community North America Members in good standing have three (3) weeks to notify the A4L Community Executive Director the intent to run for the North America Leadership Group. If there are not enough candidates to fill all number of slots available, the A4L Community Executive Director shall send out another announcement for additional candidates for one (1) week.

9. The Elections Committee meets four (4) weeks prior to the A4L Community North America Annual Meeting to confirm the ballot.
10. Any Elections Committee members must remove themselves from the Committee if they are on the ballot for elections or if someone from their organization is a candidate in the election.
11. In the event that there are fewer candidates nominated than available seats on the Leadership Group, and all candidates are members in good standing, the Elections Committee can recommend that no virtual ballot is required, and that all nominated candidates should be accepted onto the respective Boards.
12. The A4L Community Executive Director distributes the online ballot URL (ballot) by email to each A4L Community North America's Voting Participant's primary business contact three (3) weeks prior to the A4L Community North America Annual Meeting.
13. Each A4L Community North America Voting Participant may cast a ballot electronically, which selects from 1 candidate up to the total number of vacancies on the A4L Community North America Leadership Group.
14. A4L Community North America Voting Participants Primary Business contact or designee shall submit an electronic ballot no later than the close of business the day prior to the A4L Community North America Annual Meeting.
15. The Elections Committee shall convene once all ballots have been cast or the election has been closed and the results submitted to the A4L Community Executive Director.
16. No member of the Elections Committee, A4L Community Executive Director or A4L Community Staff shall access the results of the ballots prior to the close of the election. Only at the close of the election and when the Elections Committee convenes to certify the results, shall there be access to the results. Two A4L Community Staff Members and the chair of the Elections Committee are the only individuals with access to the administrator site of the election tool at all times.
17. The Elections Committee will tally all ballots and determine the A4L Community North America Leadership Group seats.
18. In the event of a tied election, the A4L Community Executive Director shall conduct a tiebreaker ballot election where the current North America Leadership Group members shall cast one vote selecting one candidate from the tied candidates (excluding the tied candidates from the vote) and the process shall be repeated until the tie is broken. One member from the Elections Committee will continue to tally all ballots and determine the A4L Community North America Leadership Group positions.

19. In the event an A4L Community Voting Participant Member removes himself or herself from the ballot or there has been a mistake in the ballot after votes have been cast, all cast ballots shall be void. A new ballot shall be created with the remaining candidates and all ballots recast.
20. In the event an A4L Community Voting Participant Member that has been nominated for the A4L Community North America Leadership Group is no longer employed by the A4L Community Voting Participant Member, after votes have been cast, all cast ballots shall be void. A new ballot shall be created with the remaining candidates and all ballots recast.
21. If there are any errors in the ballot or delay in finalized elections, the current North America Leadership Group members will stay in place until a verifiable election takes place. A verifiable election and results finalized must occur within thirty (30) days of the last day of the Annual Meeting.
22. The results of the certified election shall be made at the opening session of the A4L Community North America Annual Meeting and also notice sent to the entire A4L Community Membership. In the event that the elections are not certified by this time, an announcement shall be made no more than five (5) days after the election has been certified.