

2018 AALJ NOMINATING PROCEDURES TO: AALJ members

FROM: AALJ Nominating Committee
Judge Margaret O'Grady, Chair
Judge Tim Malloy, member
Judge Brent Bedwell, member

Below please find guidance for participating in the 2018 AALJ officer nominating process.

1. The offices to be filled in the 2018 AALJ Election are President, Executive Vice President, Secretary, Treasurer, and all Regional Vice Presidents.
2. Any person nominated to any office must have been a member in good standing of the Association for a continuous period of six months before her or his nomination.
3. The period for nominating candidates for AALJ Offices shall open on September 1, 2018, 12:01 a.m. Central and run until 12:00 a.m. Central (midnight) September 25, 2018.
4. Completed petitions must be physically received not later than 12:00 a.m. Central (midnight) September 25, 2018.
5. There is no standard form as such for a nominating petition. Attached hereto is an example that might be considered. No person may be a nominee for more than one office.
6. A nominating petition shall include:
 - a. The name of the candidate being nominated;
 - b. The candidate's ALJ number and Office of Assignment;
 - c. The office for which the candidate is being nominated;
 - d. For each of the requisite number of ALJs signing the petition:
 1. The ALJ's printed name;
 2. The ALJ's signed name;

3. The date of signature;
 4. The signing ALJ's ALJ number; and
 5. The office to which the signing ALJ is assigned.
-
7. Only AALJ members in good standing may nominate/sign the nominating petition of other members in good standing.
 8. Any nominee for the position of President, Executive Vice-President, Secretary or Treasurer must have at least 15 members in good standing to petition for his/her inclusion in the slate of candidates.
 9. Any nominee for the position of Regional Vice-President must have at least 5 members in good standing assigned to hearing offices within the nominee's region for his/her inclusion in the slate of candidates.
 10. Nominating petitions may be submitted only by the following means:
 - (a) Letter delivered via United States Post Service (USPS), Fed Express or United Parcel Service (UPS); or,
 - (b) scanned and emailed

However submitted, nominating petitions must be received not later than 12:00 a.m. Central (midnight) September 25, 2018. [See paragraph 4 above]

Petitions submitted via USPS, Fed Express or UPS shall be sent to Judge Margaret O'Grady at the following residential address: 20300 Tennyson Drive. Brookfield WI 53045. Judge O'Grady must receive nominating petitions at this address not later than 12:00 a.m. Central (midnight) September 25, 2018.

Petitions submitted via email shall be sent to the following address: nomalj18@gmail.com. Nominating petitions must be received not later than 12:00 a.m. Central (midnight) September 25, 2018.

11. It is imperative that information on the nominating petition be legible regardless of method of submission chosen. Petitions that are incomplete in providing all required information shall be deemed invalid and discounted accordingly.

12. To consider whether a nominating petition has been timely filed, the Nominating Committee shall use the date/time of the email receipt or date/time of receipt of the letter at Judge O’Grady’s home. As noted above, the petition must be **received** by midnight Central time on September 25 in order to be timely filed.
13. As soon as possible after a valid petition has been received and verified, the Nominating Committee will notify nominees of their nominations. Nominees must notify the Nominating Committee no later than October 1, 2018 if he/she would refuse to accept office if elected.
14. Not later than October 2, 2018, a list of nominees will be certified to the Election Committee Chair, Judge Marc Mates.
15. It is recommended that all potential candidates read AALJ Constitution, Article VI (“Elections”) and implementing policy found in Article XX, Paragraph B (“AALJ Elections 10 Rules”). A copy of the Constitution may be found on the AALJ website.
16. Members having any questions may direct the same to: Judge Margaret O’Grady at nomalj18@gmail.com.
17. To reiterate and summarize timelines:
 - A. Nominations for offices open September 1, 2018.
 - B. Nominations close September 25, 2018. Petitions must be completed in accordance with required information above and must be **received** by the nominating committee not later than 12:00 a.m. Central (midnight) September 25, 2018. A postmark and/or date/time stamp on a petition will not validate submission if the petition has not been physically received by the 12:00 a.m Central (midnight) deadline.
 - C. Members who have been certified as candidates will be notified not later than October 1, 2018. Candidates must decline a nomination not later than October 1, 2018.
 - D. Not later than October 2, 2018, candidates will be certified to the Chairman of the Elections Committee.

