



APAS Nomination of Officers for 2012 SPECIAL ELECTION

The APAS Nominating Committee is responsible for collecting nominations and preparing a list of nominees for a special election to be held at the APAS General membership meeting in January 2012 (Date to be announced). The deadline for nominations is December 30, 2011. Nominations received after December 30 will be held for next year's consideration.

The available offices for the special election are only: **1st Vice Chair and 2nd Vice Chair.**

Only paid members of APAS are qualified to submit a nomination to an available office. A member may make a nomination as soon as an acknowledgment of paid dues is made by APAS.

For the purposes of this special election **only**, the rules for nominees have been relaxed. APAS will accept any nominee that is a member of APAS as of the date of the election. Accordingly, any nominee not an APAS member at the time of nomination must become an APAS member prior to the election.

We urge you to take the following steps when determining your nominations for the available offices:

Review the job descriptions and duties:

The First Vice-Chair shall discharge the duties of the Chairman in his absence or disability, or in the case of a vacancy in the office. The First Vice-Chairman shall be readily available for counseling with the Chairman and for relieving the Chairman as much as possible of burdensome duties.

The Second Vice-Chair shall discharge the duties of the Chairman in his absence and the absence of the First Vice-Chairman, or in the case of a vacancy in the office of Chairman and First Vice-Chairman. The Second Vice-Chairman shall be readily available for counseling with the Chairman and for relieving the Chairman and First Vice-Chairman as much as possible of burdensome duties.

We ask that you please submit your nominations on the form below. These forms are intended to bring greater uniformity and consistency to the nomination process and will ease the task of submitting nominations. **Return completed forms to Lance Harwell**, Staines & Eppling, 3500 N. Causeway Blvd., Suite 820, Metairie, LA 70123, (fax:) 504-838-0043, or lance@staines-eppling.com by December 30, 2011.

To submit a nomination, please consider the following:

- It should be made clear to the person being nominated that a nomination does not ensure candidacy.

- The person making the nomination *must acquire the nominee's permission* to submit his/her name and determine if he/she is willing to serve if elected, as evidenced by the certification included at the bottom of the nomination form. The certification must be completed and signed for the nomination to be valid.
- The potential nominee should be informed of the **level of commitment** the office requires. Candidates are required to attend APAS Executive Committee meetings and Board of Directors meetings.
- Because the availability of nominees may change, it is expected that the potential candidate will inform the Nominating Committee as soon as possible if new circumstances cause a candidate's inability to stand for office.

On behalf of the leadership, we thank you for your support of APAS



APAS 2012 SPECIAL ELECTION

Nomination Form

Your Name _____

Your Email _____

Your Phone _____

Please Consider the Following Person for the Office Of:

_____ 1st Vice Chair

_____ 2nd Vice Chair

Nominee Name _____

Nominee Street Address _____

Nominee City _____

Nominee State _____

Nominee Zip _____

Nominee Email _____

Nominee Home Phone _____

Nominee Work Phone _____

Nominee Fax _____

I certify that I have contacted the nominee, _____, who has indicated to me that s/he is willing to accept the nomination above and fulfill the requirements of the office indicated above if elected.

(Please sign and print your name)
