

NOMINATIONS AND ELECTIONS OPERATIONS MANUAL

SOLE - THE INTERNATIONAL
SOCIETY OF LOGISTICS



1 March 2006

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Document Control

Dates of issue for all original pages are 1 March 2006.

This Manual replaces the Nominations and Elections Committee sections of the August 2001 SOLE Management Manual in its entirety. Future changes will be made by footnote annotation to the text, with the corresponding record of Change Authority documented in the “Notes on Change Authority” section at the end of this document.

Foreword

This Nominations and Elections Operations Manual (“Manual”) documents the official duties and responsibilities of all personnel involved in the selection of candidates for office at the Board of Directors level; and the process for conducting elections within SOLE – The International Society of Logistics (“SOLE”, “the Corporation” and/or “the Society”). The information provided herein is intended for use by those personnel responsible for the management and direction of the Nominations and Elections Committee and its relationships to the operation of the Society. This Manual further defines and details the candidacy qualifications and requirements to be used by the Nominations and Elections Committee in the search, assessment and recommendation of individuals to fill the undesignated and designated directorships of Society. This Manual provides both the policy for the nominations and elections process, and serves a guide for operations of the Nominations and Elections Committee. Procedures for membership on the Committee, as well as meeting and support requirements are identified. This Manual is reflective of the operational guidelines for the Society.

This Manual provides guidance and procedures, and is subordinate – in ranked order – to the SOLE By-Laws, SOLE Operations Manual and SOLE corporate operating procedures and policies. In the event of a conflict between this Manual and any of the aforementioned documents, the aforementioned documents take precedence, unless otherwise directed by the Executive Board of Directors of SOLE.

Changes to this Manual are subject to the approval of SOLE’s Executive Board. Recommended changes, deletions, or additions to this Manual should be initiated by submission of a Document Change Request to SOLE Headquarters.

Additional information concerning the programs and policies of SOLE may be obtained by contacting SOLE Headquarters at the current address as noted on the SOLE web site (www.sole.org).

NOTE: Whenever the masculine noun/pronoun is used it shall be construed to include equally the feminine and neuter noun/pronoun.

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SECTION 1: INTRODUCTION

1.1 SOLE Organization and the Role of the Nominations and Elections Committee

SOLE - The International Society of Logistics (“SOLE”, “the Corporation,” or “the Society”) is an international, non-profit professional society of individual and corporate members dedicated to the advancement of the art and science of logistics technology and management. SOLE charters and authorizes chapters to provide local members with a forum for furthering the goals and objectives of SOLE and providing mutual support at the local level (whether finite or virtual). The SOLE chapters engage in a wide variety of professional activities in pursuit of these objectives. SOLE provides for intermediate areas of chapter coordination by districts based on geographical areas for mutual coordination and promotion of SOLE.

1.1.1 SOLE Corporate Organization

SOLE was organized and incorporated under California law as a general non-profit corporation on 1 July 1966. The Society is recognized as a non-profit organization under Section 501(c)(3) of the Internal Revenue Code, based on its stated purpose of “the advancement of the art and science of logistics technology through literary, educational and scientific endeavors.” SOLE has an international membership of professional, technical and management personnel engaged in the fields of logistics planning, operations and education. The Society is operated under the governance described in its By-Laws by the elected Executive Board (ExBOD or Executive Board) and the elected Board of Directors (BOD).

1.1.2 The Role of the Nominations and Elections Committee

The Nominations and Election Committee (Committee) of SOLE is a Standing Committee, operating as a resource for the Executive Board of the Society and generally shall be comprised of members with experience in board operations and the selection of leaders for the Society. The Immediate Past President serves as the Committee Chair; or, in his absence, a designated Past President of the Society, as appointed by the ExBOD. Members of the Committee are appointed by the Committee Chair and are confirmed by the ExBOD.

The Committee annually shall provide recommendations for the elected directorship positions (both designated and undesignated) on the Board of Directors, to include the Executive Board, the Application Division Directors, Directors at Large and the District Directors. The recommendations shall be based on the identification and selection of candidates for the open positions, the recruitment of the identified candidates, and the evaluation of member self-nominations against the criteria contained herein. The Committee shall cause a ballot to be distributed to all members of the Society for the election of the members of the Board of Directors; and a subsequent ballot to the sitting Board of Directors for election from the Directors at Large to comprise the members of the ExBOD. The Committee shall designate the members of a ballot counting sub-committee, who will tabulate the results of the cast ballots and report the results to the Board of Directors at their Annual Meeting.

1.2 Intellectual Property Policy

SOLE’s intellectual property – including but not limited to the trademarked SOLE logo, SOLE artwork, SOLE’s name and/or copyrighted material – may only be used in the conduct of the authorized activities of SOLE. The use of intellectual property shall be in accordance with proscribed and published guidelines or – in the absence of published policy - only as approved by SOLE Headquarters. No individual member is authorized the use of any SOLE specific intellectual property unless and specifically as approved by SOLE Headquarters. Further, with the exception of the use of the CPL designation by a duly certified CPL, the use of the CPL logo and designation may only be used in connection with the CPL program. The use of any and all of SOLE’s intellectual property by individual members, chapters, or districts of the Society, except as approved, is expressly prohibited and subject to the appropriate statutes and laws governing copyright and trademark laws.

1.3 Non-Discrimination Policy

No member, chapter, district or any operating entity (including Advisors) of SOLE may discriminate against an individual because of race, color, creed, sexual orientation, educational achievements, or any other classification as defined by local or national statute.

SECTION 2: THE NOMINATIONS AND ELECTIONS COMMITTEE

This section provides basic information for the Nominations and Elections Committee (Committee) and its relationships with other elements within the Society.

2.1 Committee Objectives and Responsibilities

2.1 General

The individual members of the Committee shall be responsible for actively soliciting the SOLE membership for qualified candidates for election as Directors of the Society, subject to election in accordance with the By-Laws and the policies and procedures outlined in this Manual. The Committee shall have responsibility for:

2.1.1.1 Nominations

- Publish list of Directorships subject to election each year not later than February¹;
- Obtain nominations from the membership not later than April, actively soliciting qualified candidates as necessary; and
- Review nominations and validate their qualifications for office.

2.1.1.2 Elections

- Publish the names of the nominations to the Society not later than May of each year for the purposes of conducting the elections of the Directors;
- Prepare, in conjunction with SOLE Headquarters, the ballots for elections of the designated and undesignated Directors at Large of the Society and supervise the mailing of the ballots to those members in good standing. For District Directors standing for election the ballot shall be sent only to those members in good standing that are registered in the applicable district. For the Vice Presidents of European Operations and Asia-Pacific Operations the ballots shall be sent only to the members in good standing that are registered in the applicable geographical area;
- Conduct the counting of the ballots received at SOLE Headquarters and validate the results;
- Select candidates for ExBOD office/position; and
- Prepare the report of election results for the ExBOD/BOD.

2.1.2 Selection of Candidates for Office

2.1.2.1 Self-Nomination and Certification.

All nominations for office must be self-initiated by the candidate. The Committee is, however, required to evaluate the membership of the Society and encourage self-nominations from qualified individuals. All nominations must be submitted on a current **SOLE Nomination Form**, and must be by original signature certify to a full and complete understanding of the requirements of the position being sought. (Nominations submitted on outdated or superseded forms will not be accepted and will be returned to the individual.) In addition to submission of experience, activities, accomplishments, education, biographical information, etc., by signature on the SOLE Nomination Form the individual must certify that:

¹ See Appendix A, Election and Term of Office Schedule, for a table outlining the schedule for the election of both undesignated and designated directors.

2.1.2.1.1 His membership has been in good standing for at least one year prior to, and will remain current through, the period of election and term of office;

2.1.2.1.2 He understands and accepts the responsibilities and obligations of the position being sought;

2.1.2.1.3 He understands and has a demonstrated history of fiduciary care and accountability;

2.1.2.1.4 He has the financial and administrative resources required of the position being sought (e.g., travel, postage, telephone, etc.);

2.1.2.1.5 He accepts the nomination and will meet all responsibilities and obligations, to include attendance at regularly scheduled meetings;

2.1.2.1.6 All information on the Nomination Form, to the best of his knowledge and recollection, is true and correct as stated;

2.1.2.1.7 He understands, will comply with, and adhere to SOLE's Conflict of Interest Policy, Code of Ethics, and Ethics Policy; and

2.1.2.1.8 He will sign and comply with any Confidentiality Agreement required by his position or activity for and on behalf of the Society; and

2.1.2.1.9 He has not been found, either formally or informally, by any independent body (e.g., ethics committee, disciplinary committee or court) as having violated any ethics or conflict of interest policy, failed to perform his fiduciary duty, or committed any similar breach of trust, even if no disciplinary penalties were imposed.

2.1.2.2 Review by Committee

All nominations shall be reviewed by SOLE Headquarters, the members of the Committee and, if appropriate, SOLE General Counsel for completeness, correctness and lack of conflicts of interest, either perceived or real. Nominations will not be accepted unless any and all perceptions of deficiency regarding any of the above listed certifications are resolved by both the Committee and, if required, the Society's General Counsel.

2.2 Candidacy Qualifications and Requirements for Directorships

The Society's By-Laws sets forth the management structure of the Society (i.e., the directors and the boards on which they serve). The By-Laws further define the individual terms of office, roles and responsibilities and – in some specific cases – mandatory requirements for election to the position. This Manual further defines and details those candidacy qualifications and requirements to be used by the Nominations and Elections Committee in the search, assessment and recommendation of individuals to fill the undesignated and designated directorships of Society. Each Committee member shall actively solicit the SOLE membership within his or her geographical area of responsibility. Committee members may use the services of board members residing within their areas of responsibility to ensure that all potential candidates are contacted. Emphasis shall be placed on ensuring that more than the desired numbers of Directors at Large are on the ballot and that more than one candidate is running for offices requiring specific election. Close coordination and cooperation is required between the Committee Chair and the Executive Director to ensure the smooth functioning of the international officer Nomination and Elections functions.

2.2.1 Executive Board Member General Requirements

The Committee shall seek written nominations of candidates for Executive Board members, subject to election during the Committee's tenure. These candidates shall be elected as Directors at Large by the general membership during the May elections. The Executive Board shall be elected from the elected Directors at Large by

the elected Board of Directors following the election by the full membership. The candidates must meet the requirements established in the By-Laws, the Operations Manuals of the Society, and this Manual. In addition to these requirements, and those outlined in Section 2.1.2.1, above, all ExBOD position candidates must meet the following criteria:

2.2.1.1 They must have served as a member of the ExBOD, Board of Directors, the Board of Advisors, or have been appointed to and served for at least one year on any SOLE national/international committee or board. In exceptional circumstances, and as approved by the ExBOD, Past Presidents that have served as the Society's elected President within the past five years and have continued to be active members of the Board of Directors may also be placed on the ballot. Service on the LEF Board of Governors does not meet this requirement;

2.2.1.2 They must have certified that they have the resources to execute their responsibilities without requirement or expectation of additional financial and administrative resources from the Society;

2.2.1.3 They must have certified that there is no inherent or apparent Conflict of Interest (as proscribed in the Society's Conflict of Interest Policy);

2.2.1.4. They must have demonstrated the highest level of personal and professional ethics; and certify that they will comply with the Society's Code of Ethics and Ethics Policy;

2.2.1.5 Prior to assumption of the elected position, they must sign a Confidentiality Agreement.

2.2.2 Executive Board Member Specific Requirements

The specific Executive Board positions for which nominees are to be identified and any special requirements for the specific office are outlined, below:

2.2.2.1 President

Candidates must have been a member of the Executive Board or the Board of Advisors for at least one year within the immediate preceding five years. This requirement may only be waived by the ExBOD, and only for individuals who have intimate knowledge of the Society's current operations and have a demonstrated understanding of the legal environment in which the Society operates (e.g., internal/external corporate governance requirements).

2.2.2.2 Vice President, Finance (Treasurer)

Candidates should have at a minimum of one year's experience on the ExBOD or BOD, or two year's on the Society's Finance Committee. Candidates must have a finance or business degree, or comparable demonstrated professional experience in budget development and execution and contract negotiation and administration. Further, the individual must be fully conversant in the rules of agency.

2.2.2.3 Vice President, Administration (Secretary)

Candidates should have a minimum of one year's experience on the ExBOD or BOD, and a background in communications; and publication development and management. Prior experience in meeting recording and document, and suspense management and tracking is desirable.

2.2.2.4 Vice President, Professional and Technical Development

Candidates should have at a minimum two years experience on the ExBOD or BOD, and have demonstrated experience in the development and conduct of training and events (e.g., technical programs, symposia, workshops, in-house training).

2.2.2.5 Vice President, Member Services

Candidates should have at a minimum two years experience on the ExBOD or BOD, with a proven record of chapter development and membership recruiting and retention. The candidate must have a clear understanding of and demonstrated expertise in building and capitalizing on constituent relationships (not to be confused with consumer advocacy). Further, the individual must be fully conversant in the rules of agency.

2.2.2.6 Vice President, Education

In addition to the requirement for a terminal degree, it is desired that candidates occupy chaired positions at an institution of higher learning, with a focus on logistics/logistics-related curriculum development and delivery. Nominations shall be solicited from members of the academic community who meet the qualifications for these positions. They shall be listed on the ballot for the general membership vote with specific reference to the positions. If more than one candidate is listed only the candidate elected by the membership shall occupy a position on the Board of Directors. Candidates listed on the ballot but not elected will not serve as a Director at Large or on the Board of Directors.

2.2.2.7 Vice President, European Operations and Vice President, Asia/Pacific Operations

Candidates must be residents of the geographical area where they are being elected to manage the affairs of the Society. They must have recognition as logisticians by the members and companies in their respective region to allow them access to management personnel on a regular basis.

2.2.3 *Director of Certification Requirements*

In addition to the requirement for a terminal degree, it is desired that the candidate is an active member of the faculty of an institution of higher learning, with a focus on logistics/logistics-related curriculum development and delivery. Further, knowledge of the requirements of and experience with certificate programs is highly desirable. Nominations shall be solicited members of the academic community who meet the qualifications for these positions. They shall be listed on the ballot for the general membership vote with specific reference to the positions. If more than one candidate is listed only the candidate elected by the membership shall occupy a position on the Board of Directors. Candidates listed but not elected will not serve as a Director at Large or on the Board of Directors.

2.2.4 *Directors at Large Requirements*

The Committee shall seek nominations of qualified candidates for the Directors at Large. Ideally, candidates should have not less than two years of demonstrated experience at the district or international level of the Society. Not less than two nor more than four candidates will be put forth each year to fill the undesignated directorships, depending on the number of at-large directorships open.

2.2.5 *Application Division Director Requirements*

The Committee shall seek nominations for qualified candidates as Application Division Directors for the open Application Division (odd-year or even-year elected divisions, as appropriate) positions. Since the Application Divisions provide the interface for the membership between the core disciplines of the Society and the segment of industry or government conducting logistics as a primary or supporting function, Application Division Directors must both be versed in the segments of the body of knowledge and concurrently recognized and actively engaged in the application of those segments within a particular venue (e.g., humanitarian and disaster relief, events, defense, space, medical, commercial). The educational level or focus of an Application Division Director is not specified but should, when coupled with past performance, be competitive with his peers and be credible among the industry leaders that must be engaged.

2.2.6 *District Director Requirements*

The Committee shall seek nominations of qualified candidates for the District Directors for the

applicable open districts (odd or even numbered districts, as appropriate) positions. Candidates for this position shall have proven experience and success in Chapter Management and Development.

2.3 Nominations Operating Procedures

2.3.1 Dissemination of Procedures and Forms

The Committee Chair shall develop, maintain and distribute this Manual, outlining individual Committee member responsibilities. He will ensure that publicity material concerning the nominations procedure is prepared and submitted for dissemination in the appropriate Society publications and communications.

2.3.2 Administrative Review and Distribution of Nomination Forms

2.3.2.1 The **SOLE Nomination Form** shall be used for self-nomination by all candidates for office. Nomination forms shall be distributed as required either through a file download from the SOLE website, or provided by SOLE Headquarters. Nominations submitted on outdated or superseded forms, or those nominations that are incomplete or insufficient will not be accepted and will be returned to the individual. SOLE Headquarters will forward nominations that are complete to the Committee for consideration and evaluation.

2.3.2.2 SOLE Headquarters will acknowledge receipt of the Nomination Form, and will either advise the candidate that the nomination has been forwarded to the Committee; or will return the nomination to the candidate, citing the deficiencies (e.g., receipt after the published deadline for submission; use of incorrect form; incomplete certification or lack of proper signature; incomplete display of required experience and activities; missing biography, etc.)

2.3.3 Qualifications and Requirements Review, Development and Approval of the Candidate Slate(s)

2.3.3.1 Upon receipt by the Committee of administratively sufficient nomination forms, the Committee shall review each Nomination Form for candidacy qualifications and requirements sufficiency. The Committee will return to the candidate those that are found not to meet qualifications and requirements, along with an explanation of the nomination's insufficiency. Those candidates that are found to be qualified will be evaluated by the Committee for the development of the recommended slate(s).

2.3.3.2 The slate then will be presented to the ExBOD for approval. As part of its deliberations in approving the slate of candidates for election, the ExBOD will measure each candidate's credentials not only against the duties and responsibilities of the position being sought, but also against the future requirements, goals and objectives of the Society. Once approved by the ExBOD, the slate shall be considered final.

2.3.3.3 The Committee Chair shall then prepare the Official List of Nominees for the director elections not later than 1 May annually. Copies of all Nominations Forms and biographies shall be placed in the Committee Chair's file, and the originals shall be sent to SOLE Headquarters for use in preparing the official ballots.

2.4 Elections Operating Procedures

2.4.1 Preparation, Distribution, and Acceptance of Director at Large Ballots

2.4.1.1 Upon approval by the ExBOD of the slate of candidates for election, the Committee will submit to SOLE Headquarters, not later than 20 May annually, all information necessary to prepare and print the official ballot. Prior to printing, SOLE Headquarters will work with the Committee Chair in editing to ensure that candidate biographical information is clear and does not convey or give the impression of 'electioneering.'

2.4.1.2 After development of the ballot, SOLE Headquarters will submit the ballot to the Committee Chair for final approval prior to printing.

2-5

2.4.1.3 Once approved and printed, SOLE Headquarters will distribute the ballots not later than 7 June

annually, by first class mail (or air mail, for international members) to all members in good standing as of the date established by the Committee (generally, on/about 1 June). Only signed ballots, returned by mail and received on or before the deadline date, will be accepted for counting.

2.4.1.4 Official ballots shall be opened and counted at SOLE Headquarters under the supervision of the Chair of the Elections Sub-Committee, within one week after the return mailing deadline date specified in the official ballot. The Elections Sub-Committee Chair will validate the results and provide an election report to the Committee Chair within seven calendar days thereafter.

2.4.1.5 Upon acceptance by the Committee Chair of the Director at Large Election Report, the Committee Chair shall report the results of the elections to the President within seven days. The President must submit a report to all candidates and the BOD within five days of the notification of the results of the elections.

2.4.2 Preparation, Distribution, and Acceptance of Executive Board of Directors Ballots

2.4.2.1 Upon acceptance of the results by the President, the Committee shall submit to the ExBOD for approval the slate for the following year's ExBOD Ballot. All candidates for membership on the Executive Board will be chosen from the just-elected Directors at Large.

2.4.2.2 Upon approval by the ExBOD of the following year's ExBOD slate, SOLE Headquarters will prepare the ballot. As with the Director at Large Ballot, SOLE Headquarters will submit the ballot to the Committee Chair for approval prior to publishing and distribution.

2.4.2.3 Once approved and printed, SOLE Headquarters will distribute the ballots by first class mail (or air mail, for international members) to all sitting Board of Director members in good standing as of the date established by the Committee, but not later than four weeks prior to the Annual Meeting, so as to allow for installation of the new ExBOD at the Annual Meeting prior to assumption of the position the following October. Sufficient time will be given for return of the ballots. Only signed ballots, received by mail or by fax on or before the deadline date, will be accepted for counting.

2.4.2.4 SOLE Headquarters will tally the returned ballots and will submit the results to the Committee Chair for preparation of the nominations and elections report for presentation to the ExBOD/BOD at their meetings prior to the Annual Meeting.

2.4.2.5 Within seven days, the Committee Chair will advise the President of the ExBOD election results. In the event of a tie vote, the Committee Chair shall immediately take a poll among all members of the ExBOD Board who shall choose between the nominees involved. The results of such a poll shall be incorporated into the official report of the Committee, which shall be reported to the Board of Directors at its Annual Meeting, prior to the installation of the new directors for the next year.

2.4.2.6 The President shall promptly report the results to all members of the Board of Directors and all candidates.

2.5 Challenges to the Reported Ballot Counts and Election Results

Challenges to the reported ballot count and/or the results of the election must be made in writing to the Committee Chair (with a copy to SOLE Headquarters) within five days of the notification by the President in Sections 2.4.1.5 or 2.4.2.6. Only challenges regarding the accuracy of ballot counting that will be accepted. No challenges can be made to the decisions by the Committee on the content or placement of materials on the ballot. Challenges shall be reviewed by the Society's Ethics Committee: any action to overturn the reported election results must be addressed by the Ethics Committee and the ExBOD within five business days after receipt of the challenge.

Any new election count (i.e., one where the recount changes the published election results) will be made public. In no case will challenges be accepted after the close of the challenge period. Once the directors and officers have been installed, all challenges will be considered moot.

2.6 Retention and Safeguarding of Nomination Information, Forms and Ballots

During the Nomination and Elections process, all individuals in the nominations and elections process will treat all records (written and verbal) papers and documents as “confidential and sensitive.” Records will be kept secure at SOLE Headquarters, with daily counts made of received ballots. Upon completion of the elections, the Committee Chair will deliver to SOLE Headquarters all additional Committee records and reports for retention with the official ballots. SOLE Headquarters will retain the nomination forms/records and election reports in secure storage until completion of the next election for the position. (Since many of the designated directorships are two-year positions, the records generally will be kept for two years.) Access to the records will be limited to the Committee, and SOLE Headquarters; and, if required, SOLE’s General Counsel. Access to the records by other than those so stated may only be granted by the ExBOD, and will be physically restricted to SOLE Headquarters. At no time will records be removed from SOLE Headquarters. When and as applicable, SOLE Headquarters will destroy all obsolete records.

APPENDIX A

Election and Term of Office Schedule

effective starting with the FY 07 elections

Election years are numbered based on the fiscal year in which the election is conducted (e.g., “Odd” years are 2005/2007/2009, etc.). Terms of office (e.g., “Year(s) Served”) for all offices starts on 1 October of the year immediately following the election (i.e., the start of the next fiscal year).

<i>Position</i>	<i>Term Length</i>	<i>Year Elected</i>	<i>Year(s) Served</i>	<i>Remarks (SOLE Bylaws reference)</i>
<i>Elected by membership as Undesignated Directors. Elected to position by Board of Directors</i>				
President	1 year	Every	Next	Section 203.1
Vice President, Finance	1 year	Every	Next	Section 203.2
Vice President, Administration	1 year	Every	Next	Section 203.3
Vice President, Professional & Technical Development	1 year	Every	Next	Section 203.4
Vice President, Member Services	1 year	Every	Next	Section 203.5
Directors at Large (not less than 2; not more than 4)	1 year	Every	Next	Section 204
<i>Elected as Designated Directors</i>				
Vice President, Education	2 years	Even	Odd + Even	Section 203.6
Vice President, European Operations	2 years	Even	Odd + Even	Section 203.7
Vice President, Asia/Pacific Operations	2 years	Odd	Even + Odd	Section 203.8
Director of Certification	2 years	Odd	Even + Odd	Section 207.2
Director of Certificate Programs	2 years	Even	Odd + Even	Section 208.2
<i>Application Division Directors</i>				
Defense Logistics (A-1)	2 years	Odd	Even + Odd	Section 206.4
Medical Logistics (A-2)	2 years	Odd	Even + Odd	Section 206.4
Space Logistics (A-3)	2 years	Odd	Even + Odd	Section 206.4
Commercial Logistics (B-1)	2 years	Even	Odd + Even	Section 206.4
Event Logistics (B-2)	2 years	Even	Odd + Even	Section 206.4
Humanitarian & Disaster Relief Logistics (B-3)	2 years	Even	Odd + Even	Section 206.4
<i>District Directors</i>				
Odd-numbered districts	2 years	Odd	Even + Odd	Section 205.3
Even-numbered districts	2 years	Even	Odd + Even	Section 205.3