

## Purpose

This document shows the Process and Timeline that will be used to elect a Chair and Vice-Chairs of the UASG.

The charter at <https://uasg.tech/wp-content/uploads/2016/05/UniversalAcceptanceSteeringGroupCharter.pdf> refers

## Structure

The charter calls for a Chair and two to three Vice Chairs who will be appointed for up to two terms of two years each. The roles and responsibilities of the Chair and Vice Chairs are outlined in the Charter.

The charter also allows for Project Groups who will have one or more coordinators. These coordinators are appointed by the Chair

It is the responsibility of a majority of the Chair and Vice-Chairs to approval all financial transactions. Delegation of Financial Authority is enumerated <https://uasg.tech/wp-content/uploads/2016/08/Financial-Delegation-Authority.pdf>

NB: The Chair and Vice Chairs are volunteer roles and will receive no remuneration. Travel costs will be covered as outlined in our travel funding document <https://uasg.tech/wp-content/uploads/2016/09/UASG-Travel-Funding-Criteria-2015-09-24-01.pdf>

## Election Process

- Electors will come from subscribers to the UA-Discuss mailing list.
- A Call for Nominations will be made February 10, 2017 and will remain open for 7 calendar days
  - Nominations can include self-nominations
  - Acceptance of nominations by the candidates must be explicit and may include a profile, statement of interest, and photograph. A declaration of any actual or potential conflicts of interest is required.
  - Acceptance of nominations must occur within 3 calendar day of the closing of nominations
- Voting papers will be distributed electronically to the members of the UA-Discuss list on February 20, 2017 and votes must be made and received within 7 days.
- In the event of a tie, the winner will be selected by a toss of a coin.
- Winners will be announced to the UA-Discuss list within 3 calendar days of the closing of the votes. Votes will be confirmed by an independent person.

