*Approved April 30, 2021*

**Procedures for special election**

If an ACBS Board member is unwilling or unable to complete their term of office, a special election must be held if at least 6 months of their term remains. The procedures for this election (assuming that it cannot be practically held at the same time as the ACBS annual election for Board members) are as follows:

Upon acceptance of resignation or a vote of the ACBS Board that a current Board member is unable to fulfill their duties, a call for nominations will be sent out to the ACBS membership. This email/online nomination period will be open for 10 days. This process will only consider self-nominations for the sake of time/expediency of this special election, and complete information will be required to be submitted by the deadline, in order to be considered.

<https://contextualscience.org/webform/acbs_board_member_candidate_information_submission_special_election>

Eligible nominee information will be shared with the Election Committee who will discuss the candidates (most likely via a time limited email discussion), then determine the slate of candidates to appear on the ballot for election by ACBS members. (The Election Committee consists of the ACBS Executive Committee and a chair from the DEI Committee, Training Committee, DN Committee, and Membership Committee.)

Candidate bio and platform statements will be made available to ACBS members and online voting will be open for 10 days.

Members can only be elected with a majority of the votes cast.

At the conclusion of the Balloting, those elected and those not, will be notified, followed by an announcement to ACBS members.