



Latino Medical Student Association Midwest

Founded to represent, educate, and support students for the betterment of Hispanic health

924 East 57th Street, Suite 200, Chicago, IL 60637

1 (507) 339-5672 | midwest@lmsa.net

lmsa.net/midwest

Content

Roles, Responsibilities and Structure of LMSA Midwest
Executive Board Position Descriptions
LMSA Midwest Elections and Voting Procedures

Pages

1-2
3-7
7-13

Section I Executive Board Purpose

1. Executive Board Charge: The Executive Board shall be the body of leadership for LMSA Midwest and shall be charged with conducting the business of LMSA Midwest and providing the necessary leadership and direction for the entire region.
2. Regional Purview: The Board shall serve to promote the creation, coordination, and execution of networking, programs, and events at a region-wide level.
3. Regional Support of Local Chapters: The Board shall oversee, support, and assist Local Chapters in carrying out the goals and mission of LMSA.
4. The Board shall serve to facilitate communication between Midwest member medical schools (and other affiliated health professions programs), and among individual members, Local Chapters, and the LMSA National organization.

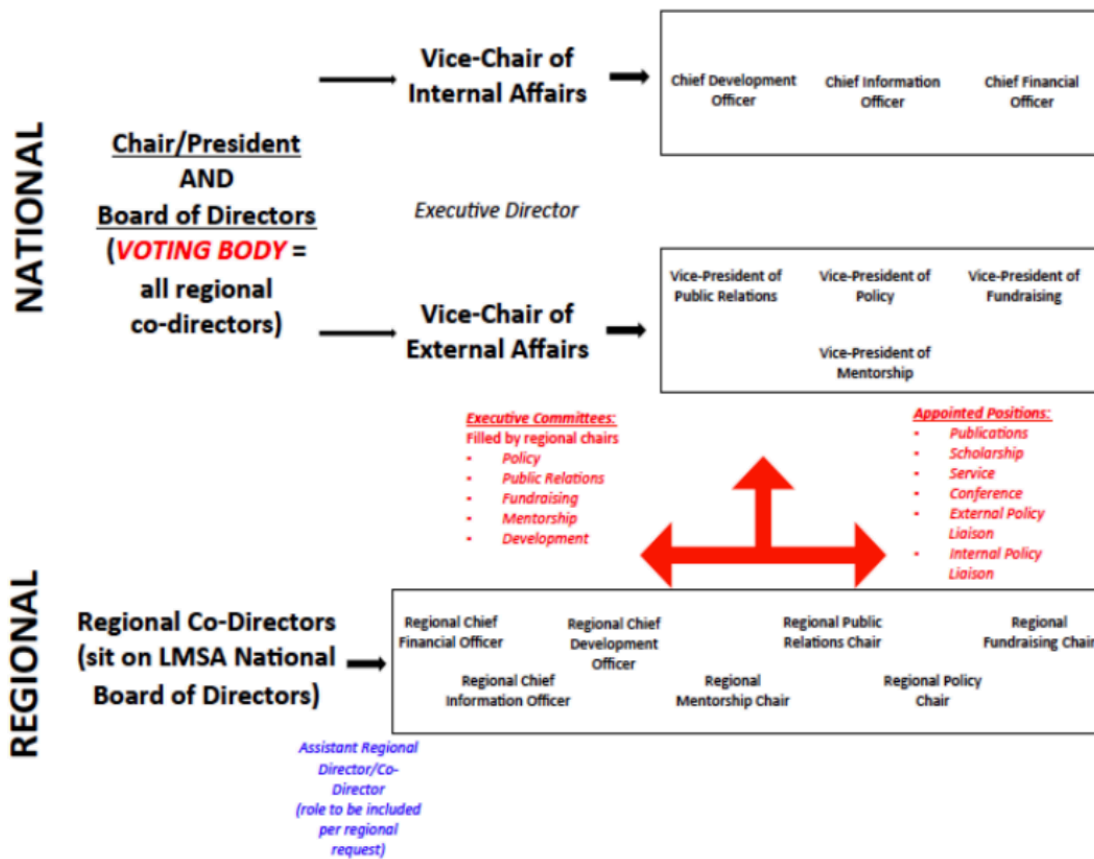
Section II Responsibilities

1. Carry out the administration and business of LMSA Midwest;
2. Outline the organization's goals and objectives, and actively promote programs and events to achieve such goals;
3. Approve or deny all proposals submitted by Board members, Delegates, non-Delegate members, member medical schools, and outside entities;
4. Approve an annual budget and emergency funding;
5. Develop all policy, rules, and regulations for the Midwest Region;
6. Maintain and update the bylaws, rules, and regulations of the organization;
7. Organize and conduct general membership meetings; and
8. Facilitate communication between Local Chapters, LMSA Midwest, and LMSA National.

Section III Composition The Board shall consist of the following positions, in order of authority and succession, to be filled by elected Officers:

1. Regional Co-Directors (2 Position)
2. Chief Development Officer (CDO)
3. Chief Financial Officer (CFO)
4. Chief Information Officer (CIO)
5. Policy & Academic Affairs Chair
6. Mentorship Chair
7. Public Relations Chair
8. Fundraising Chair
9. Community Affairs Chair
10. Conference Coordinators (up to TWO, 2)
11. Webmaster
12. Wellness and Community Building Chair (NEW!)

LMSA National and Regional Structure



Section IV Duties of Regional Executive Board Members

Regional Co-Directors (2)

- Shall be comprised of two elected members of LMSA Midwest serving alternating two-year terms, such that only one co-director is up for election each year;
- Shall exercise general supervision over all the affairs of the organization and coordinate interscholastic communication;
- Shall set the agenda, convene, and preside over all meetings of the Executive Board;
- Shall act as the official spokesperson(s) for the organization and represent LMSA Midwest as voting members on the LMSA National Executive Board;
- Shall be responsible for securing a location, planning, and executing both the Annual House of Delegates Meeting & Leadership Summit (hereafter referred to as the House of Delegates Meeting or HOD) and the Annual Midwest Regional Conference, in conjunction with the respective host institution(s);
- Shall work with the CFO to fulfill the responsibilities of Fundraising Chair as stated below, in the event that the Fundraising Chair position is not filled by a designated individual; and
- Shall attend the Midwest House of Delegates Meeting, Midwest Regional Conference, LMSA National Conference, NHMA Conference, GLAS (if held), and LMSA National Board Retreat, unless an arrangement is made for a proxy from the additional voting members to the Board.

Regional Chief Financial Officer (CFO)

- Shall prepare, orchestrate the passing of, and monitor adherence to the budget of LMSA Midwest each year;
- Shall maintain accurate financial records throughout the year to be reviewed at any time by Members and other Officers;
- Shall maintain 501(c)(3) status for LMSA Midwest and file appropriate forms with the Internal Revenue Service in a timely manner;
- Shall disburse funds and pay bills promptly as approved by the Board;
- Shall provide an annual end-of-year report to the Board at both the first Board meeting of each Fiscal Year, as defined in the Bylaws, and the annual House of Delegates meeting;
- Shall transact business through the LMSA Midwest checking account and manage any other accounts that LMSA Midwest may have;
- Shall have signing authority on the organization's financial accounts;
- Shall work with the Co-Directors to fulfill the responsibilities of Fundraising Chair, as listed below, in the event a designated Fundraising Chair is not found; and
- Shall attend the Midwest House of Delegates Meeting, Midwest Regional Conference, and National Conference, unless an arrangement is made for a proxy from the additional voting members to the Board.

Regional Chief Development Officer (CDO)

- Shall regularly communicate with Local Chapters to provide support and information;
- Shall work to increase Member recruitment and retention;
- Shall recruit new Local chapters at unrepresented schools;
- Shall advocate for the interests of active Local Chapters and Members in good standing to the Board;
- Shall create new opportunities to foster community, camaraderie, and teamwork between neighboring chapters;
- Shall work to ensure all Local Chapters maintain active chapter status, primarily by encouraging submission of annual chapter reports for HOD;
- Shall maintain an accurate listserv and member database of the LMSA Midwest active chapters and members in good standing;
- Shall compile chapter and regional level highlights for distribution, in coordination with the national Publication chair and National Public Relations chair; and
- Shall attend the Midwest House of Delegates Meeting, Midwest Regional Conference, and National Conference, unless an arrangement is made for a proxy from the additional voting members to the Board.

Regional Chief Information Officer (CIO)

- Shall prepare minutes and record attendance of all meetings of the Executive Board and HOD in a timely manner;
- Shall maintain order at each meeting of the Executive Board, including conducting all votes and elections;
- Shall organize conference calls for regional delegates and Executive Board members;
- Shall maintain current and past official regional documents, including, but not limited to, transition documents, current and past leadership contact information and official letters, such that they are accessible at any time to the Board or requesting Members;
- Shall ensure adherence to this Document and its amendments;
- Shall preside over the election of Officers of LMSA Midwest at the Regional Conference and serve as chairperson of the Elections Committee;
- Shall recruit candidates to stand for election to the Board; and
- Shall attend the Midwest House of Delegates Meeting, Midwest Regional Conference and National Conference, unless an arrangement is made for a proxy from the additional voting members to the Board.

Regional Policy and Academic Affairs Chair

- Shall develop formal policy statements and advocacy programming that further the purpose of LMSA Midwest;
- Shall serve as the liaison between the Executive Board and the LMSA National Policy Committee, which may involve attendance of national teleconferences, meetings, and conferences;
- Shall collaborate with LMSA National to seek opportunities for external policy collaborations, with the goal of growing the region's influence on healthcare and medical education policy;
- Shall help the membership of LMSA Midwest develop policy resolutions as needed;
- Shall produce and distribute the LMSA Midwest Newsletter;

- Shall organize the research poster symposium of the LMSA Midwest Regional Conference; and
- Shall attend the Midwest House of Delegates Meeting, Midwest Regional Conference, National Conference, and LMSA Policy Summit, unless an arrangement is made for a proxy from the additional voting members to the Board.

Regional Mentorship Chair

- Shall design recruitment programs to increase and expand LMSA presence among undergraduate and high school programs;
- Shall communicate on a regular basis with associated premedical groups, organizations and programs to foster mentorship and guidance with regional premeds;
- Shall create and manage mentorship relationships between the membership and premed students;
- Shall work with the regional and national Webmaster to ensure an accurate listserv of premed members;
- Shall assist in planning relevant events at the LMSA Midwest Regional Conference and recruit premedical and high school students to the conference;
- Shall sit on the National Mentorship Executive Committee; and
- Shall attend the Midwest House of Delegates Meeting, Midwest Regional Conference, and National Conference, unless an arrangement is made for a proxy from the additional voting members to the Board.

Regional Public Relations Chair

- Shall regularly update the organization's social media accounts;
- Shall monitor the LMSA Midwest general email account and respond to and forward out emails on behalf of the region;
- Shall works with the Regional Webmaster and National Public Relations Chair to ensure the standardization of all logos, templates, and websites across the regions, in order to present a unified presence to the public;
- Shall enforce proper use of the LMSA logo as per LMSA National policy;
- Shall be responsible for supporting the Conference Co-Coordinator(s) in the production and creative design of the regional event publications, including event flyers and the annual Conference program;
- Shall seek out regional media outlets (television, radio, newspaper, online articles, etc;) to form relationships with and publish regional stories and events;
- Shall be familiar with Midwest and National policies and communicate with outside organizations regarding policies of LMSA Midwest and National;
- Shall sit on the LMSA National External Affairs Committee; and
- Shall attend the Midwest House of Delegates Meeting, Midwest Regional Conference, National Conference, and NHMA Conference, unless an arrangement is made for a proxy from the additional voting members to the Board.

Regional Fundraising Chair

- Shall assist the Co-Directors and Conference Coordinator(s) with Sponsor and Exhibitor recruitment for the annual Regional Conference;
- Shall sit on the National Fundraising Committee and work closely with the LMSA National Fundraising Chair to assist with fundraising efforts, namely those related to the annual LMSA National Conference;
- Shall solicit grants, fellowships, and other financial benefits for LMSA Midwest in order to expand programming and bolster financial stability for the organization's future;
- Shall provide updates to funding sources on LMSA Midwest's programming, growth, and future directions as requested by such sources;
- Shall act as Deputy CFO and fulfill all responsibilities of the CFO if the latter should become unable to do so; and
- Shall attend the Midwest House of Delegates Meeting, Midwest Regional Conference, and National Conference, unless an arrangement is made for a proxy from the additional voting members to the Board.

Regional Community Affairs Chair

- Shall collect evidence of service projects and events carried out by Local Chapters for purposes of publicizing, supporting, and encouraging LMSA Midwest service;
- Shall organize service-minded events and/or initiatives to be conducted by LMSA Midwest; and
- Shall attend the Midwest House of Delegates Meeting, Midwest Regional Conference, and National Conference, unless an arrangement is made for a proxy from the additional voting members to the Board.

Regional Conference Coordinators (Up to 2)

- Shall be responsible for the execution of the Annual LMSA Midwest Regional Conference;
- Shall organize and oversee the Regional Conference Committee;
- Shall set a proposed budget for the Regional Conference;
- Shall coordinate with the Regional Conference host institution to establish the agenda, secure speakers, and coordinate Conference logistics; and
- Shall attend the Midwest House of Delegates Meeting, Midwest Regional Conference, and National Conference, unless an arrangement is made for a proxy from the additional voting members to the Board.

Regional Webmaster

- Shall maintain the LMSA Midwest website in collaboration with the Public Relations Chair;
- Shall assist the Public Relations chair with LMSA Midwest social media portals and event publications;
- Shall assist the Policy and Academic Affairs Chair with newsletter publications;
- Shall create and manage ticketing and registration platform for LMSA events and the Annual Regional Conference; and
- Shall attend the Midwest House of Delegates Meeting, Midwest Regional Conference, and National Conference, unless an arrangement is made for a proxy from the additional voting members to the Board.

Wellness and Community Building (NEW!)

- Shall create programming centered around self-care, wellness, and exploring Latinx cultural values (i.e. familismo, comunidad, personalismo) and how these intersect with member professional pursuits.
- Shall assist in initiatives focused on amplifying LMSA Midwest member morale.
- Shall attain material to display for the Nuestra Historias social media series.
- Shall develop a LMSA Midwest “Wellness Theme of the Year” to explore with members through educational posts, annual common reads, brief lectures, or workshops, and/or community engagement.
- Shall arrange at minimum one session focused on wellness and community building at the annual House of Delegates gathering and/or the LMSA Midwest Conference.
- Shall develop and distribute a LMSA Midwest Climate survey to assess member satisfaction, needs, and well-being.
- Shall explore incorporating health, fitness, and nutrition-based material pertaining to Latinx culture into public media disseminated to members.
- Shall contribute a Wellness tip of the month portion to the monthly LMSA Midwest Newsletter.
- Shall attend the Midwest House of Delegates Meeting, Midwest Regional Conference, and National Conference, unless an arrangement is made for a proxy from the additional voting members to the Board.

Section V Election of Executive Board Members

Amendment to Reform LMSA Midwest Board Election Process (01/03/2020)

This amendment document serves to outline several key components:

- 1) Factors necessitating the election reform process for the LMSA Midwest Board.
- 2) Revised protocol for prospective candidates seeking election to the LMSA Midwest Board.

1) Factors Necessitating a Reformed Election Process

Under the current system, LMSA Midwest Board elections take place during the delegate business meeting the evening of the LMSA Midwest conference at the host institution. Candidates can express interest in one or both ways: either through the submission of a letter of intent and application form and/or through expressed verbal interest during the speech and voting process in the business meeting.

This protocol applies for all positions, including: Co-Director’s; Chief Development Officer; Chief Financial Officer; Chief Information Officer; Mentorship Chair; Community Affairs Chair; Health Policy & Academic Affairs Chair; Public Relations Chair; Webmaster Chair; and Fundraising Chair. The election of the Regional Conference Chair allows for some flexibility, as the determination of the host institution for the next annual conference is still being determined at the time.

Several continuous factors over the last several election cycles have prompted the urgency of the LMSA Midwest Board to reform the election process, beginning in Spring of 2020 and every election thereafter, with room for further modification. These factors include, but are not limited to:

- 1) Significant time consumption devoted to the election process during the in-house business meeting, well beyond the allotted two-hour reservation;
- 2) Hand count voting, which while has been properly vetted by the CIO during elections, has the potential to lead to potential miscounting or double counting;
- 3) Nominations of spontaneous candidates during the process, creating an unfair step of bypassing protocol to apply in comparison to candidates who have gone through the formal process of filling out a letter of intent and application prior to the meeting;
- 4) Creating an otherwise inefficient process that can reduce the attention and engagement of voting delegates as the process continues, which can lead to other factors influencing people's votes, outside of voting for candidates based on their credentials and verbal arguments.

Given the circumstances outlined above, the Chief Information Officer, with the support of the other members of the LMSA Midwest Board and Midwest delegates approved the modified procedures during the annual Midwest conference call meeting on January 4, 2020.

The following procedures, with applicable changes are denoted in the next following pages.

1. Elections Date/Time: All elections for Board positions held in a particular academic year shall occur during the Business Meeting of the Regional Conference held in the winter preceding the start of that academic year.

2. Elections Moderator: During the Regional Conference Business Meeting, elections shall be overseen by the Moderator of the Regional Conference Business Meeting (hereafter referred to as "Moderator").

1. Board Member as Moderator: The Moderator shall be one of the following, in order of preference:

1. CIO;
2. Senior (outgoing) Co-Director;
3. Junior Co-Director;
4. CDO;
5. A member of the Elections Committee, described in III.5.3; or
6. Another Board member, as designated by the Co-Directors in absentia.

3. Elections Committee: Election documents, materials, and results shall be managed by the Elections Committee, consisting of the following officers:

1. CIO (Chair);
2. Senior Co-Director;
3. CDO;
4. PR Chair; and an

5. Additional Board member, to be determined no later than the date of HOD.

Solicitation of Candidates: No later than FOUR (4) weeks prior to the Regional Conference, the Elections Committee shall disseminate an Elections Bulletin document containing a list of open Board positions, a description of the responsibilities for each position, and a Letter of Intent (LOI) to be submitted electronically by those LMSA Midwest members interested in running for a particular Board position (hereafter referred to as “Candidates”).

5. Solicitation of Candidates: No later than FOUR (4) weeks prior to the Regional Conference, the Elections Committee shall disseminate an Elections Bulletin document containing a list of open Board positions, a description of the responsibilities for each position, and a Letter of Intent (LOI) to be submitted electronically by those LMSA Midwest members interested in running for a particular Board position (hereafter referred to as “Candidates”).

1. Elections Bulletin: The Elections Bulletin shall be sent directly to all LMSA Midwest members, publicized via social media, and posted on the LMSA Midwest website.

2. LOI Format: The LOI shall contain questions used to gather information on Candidates, their desired Board position, and their motivation for seeking that Board position.

Modified 01/04/2020: LOI forms will be *required* to be submitted for consideration of candidacy. Additionally, candidates will rank their order of preference for positions, if candidates are interested in seeking election to more than 1 position.

3. LOI Timeline: LMSA Midwest members shall be given no less than TWO (2) weeks to review the Elections Bulletin and submit an LOI to the Elections Committee.

1. Candidates may declare candidacy on his/her LOI for multiple positions, but must indicated order of preference on forms. Should a position have no candidates listed on the ballot, the situation would then allow for candidates to declare candidacy in real time during the business meeting.

2. Candidates shall submit their LOIs by the **evening prior** to the Regional Conference in order to formally declare their candidacy and to allow sufficient time for meeting attendees to review materials.

3. The Elections Committee shall review materials on a rolling basis as submissions come in, to be viewable by a share document drive for all board members to view. During this time, the Midwest board will also determine and verify that each candidate is eligible to run for their position (s).

4. Following confirmation of eligibility, the Elections Committee shall distribute the LOI of each candidate via email to the DC no later than one business days before the Regional Conference Business Meeting. Candidacy materials shall also be distributed in print during the Regional Conference Business Meeting. Moreover, a candidate’s campaign materials may be distributed only during that candidate’s speech.

5. The Committee reserves the right to refuse distribution of applications, credentials, and other related candidacy materials for candidates submitting their LOIs after this deadline. Late submission policies are described in III.5.7bc.

5. Nomination Requirement: Candidates for Board positions must be nominated prior to or during the Business Meeting of the Regional Conference in order to be considered.

Modified 01/04/2020. This requirement shall stand only in the event that no candidates are indicated for a specific board position. Otherwise, all nominations are self-nominations indicated by the submission of a LOI form.

1. LOI as Self-Nomination: Submission of an LOI to the Elections Committee shall represent a self-nomination.

6. Candidate Eligibility:

Modified 01/04/2020: The below procedures for nomination are applicable in the event that no candidates exist on the ballot due to no LOI submissions for that position.

In order to be eligible for election to a Board position, each candidate must satisfy the following:

1. Submit an LOI or receive a nomination from the floor for a particular Board position during the Regional Conference Business Meeting;
2. Obtain a second during the Regional Conference Business Meeting, regardless of prior submission of an LOI, in order to ratify their nomination;
3. Affirm that s/he is a medical or dual-degree student enrolled full-time in an allopathic or osteopathic degree-granting medical institution;
4. Affirm good academic standing as defined by the candidate's host institution; and
5. Demonstrate status as a member in good standing of LMSA Midwest, meaning that s/he shall have paid dues as outlined in Bylaws II.1.1.
6. Additionally, the nominee must have submitted dues payment at least ONE (1) month in advance of the election date and may not pay dues to LMSA National immediately before or during the Business Meeting of the Regional Conference in order to gain eligibility.

7. CANDIDATE NUMBER LIMIT: Ideally, positions that receive at least FOUR (4) verified LOIs as described above will be closed at the submission deadline and no other nominations will be taken, including those from the floor during the Regional Conference Business Meeting.

Modified 01/04/2020: Because candidates can now run for more than 1 position, a situation can arise, in which more than four candidates are seeking a specific board position. In this event, candidates will be allowed to make their speech for that position and a meeting vote will be used to determine who wins candidacy for that position, per usual voting procedures.

2. Late Submission Guidelines: Candidates submitting materials to the Elections Committee after the deadline but prior to the start of the Regional Conference will be considered for addition to the ballot for positions for which there are not FOUR (4) Candidates. LOIs submitted after the deadline for positions with FOUR (4) or more previously declared Candidates shall not be accepted.

8. Restriction on Campaign Materials: Candidates may not create or distribute their own campaign materials without the express written consent of the Board.

1. Guidelines for Campaign Materials: In almost all cases, the Board shall refuse to allow Candidates to create or distribute their own campaign materials. However, the Board reserves the right to enable Candidate campaigning under extreme circumstances, provided the campaigns adhere to the following:

1. Candidates shall not engage in any campaign activities or distribute any campaign materials prior to receiving official notice that the application for office has been accepted by the Elections Committee.

2. Under no circumstances shall a Candidate compensate members, chapters, or regions for electoral ballot.

3. Campaign materials must be professional in nature. The use of derogatory characterizations of candidates or expletives is strictly prohibited.

4. Campaign materials shall not be placed in conference facilities.

5. Printed materials shall not contain pictures of any elected officers.

6. While Candidates and their supporters may be allowed to wear campaign buttons or pins during the Regional Conference, campaign clothing must meet business appropriate attire criteria. Clothing or other materials that do not meet such criteria (including, but not limited to: tank-tops, T-shirts, and sweatpants) or otherwise fail to reflect professionalism as judged by the Elections Committee shall not be allowed at conference sessions.

2. Review of Campaign Materials: If Candidates are permitted to use campaign materials, the Elections Committee reserves the right to review all such materials, recommend changes if deemed necessary, and/or invalidate an individual's candidacy if any of the above requirements are violated.

9. Candidate Preparation: In preparing for their candidacy, Candidates shall be urged to read the Constitution, consult the LMSA Midwest Bylaws, and contact current and past Board members.

10. Elections-Related Questions: Questions on the elections process shall be addressed by any member of the Elections Committee.

Election Voting, Veto, and Override Procedures

Modified 01/04/2020

1. Prior to the business meeting, the Chief Information Officer will have a preset ballot list, created based on all submitted applications by previous evening. The ballot will include the following information:
 - i) categories of positions;
 - ii) list of candidates per position (includes name, class year, and institution).
2. LOI forms submitted election day will *not* be considered. The only exception will be if a position does not currently have a candidate list, in which case candidates can be nominated on the floor, per nomination procedures stated in previous page.
3. During the beginning of the meeting, roll call will be done to take down who will participate in the voting process. Email addresses will be noted as well, as this will be crucial to sending email invitations with ballots to voting delegates.
4. Once roll call is completed and contact information is noted, the election process will begin, with the same structure for each position, as follows:
 - i) Candidates allotted 3 minutes to make introductions and state goals and credentials for position(s);
 - ii) 2 questions maximum may be asked of the candidate by attending delegates, for which candidates will have up to 1 minute to respond.
 - iii) ***Modified 01/04/2020 Time designated to provide two pros and two cons about each candidate during delegate deliberation has been discontinued, to remove bias from the election process and to ensure delegates can vote for candidates based on their provided objective credentials and stated platforms.***
 - iv) Voting will occur simultaneously among all candidates for all positions, through an online voting platform available to use on a smartphone. Delegates are free to use

- a fellow delegates smartphone to access the google document formatted ballot, if they do not have access to a smartphone. Delegates will have 10 minutes to vote on all position(s).
- v) Candidates will wait outside during the voting process, until all positions have been voted on electronically.
 - vi) Once a clear candidate has demonstrated the most number of votes, they will be recorded as the winner, and all candidates will be allowed back into the room at that time. The Chief Information Office will announce the name of the winning candidates and congratulate them before proceeding to the next candidates, following steps 1-5 until all positions have been voted on.
 - a. A Candidate must receive a simple majority of votes from the DC in order to be successfully elected to the Board position for which the Candidate ran.
 - b. If no single Candidate receives a simple majority of the votes, a runoff election shall occur between the TWO (2) candidates receiving the largest number of votes.
 - c. In the event of a tie, the DC will have an additional TWO (2) minutes to discuss amongst themselves the proper candidate for the position. At the end of this time, another roll call vote shall be called.
 - d. If, after such a vote, a tie persists, the current Board shall vote and break the tie

Per modification 01/04/2020:

The following procedures shall take place, in the event that no candidates have declared formal candidacy through an LOI form submission prior to the meeting. Voting will still resume electronically with the outlined voting procedures stated in the modified section in the previous page.

1. DC Elections Vote: Each year, new Officers holding LMSA Midwest Board positions shall be elected by the Delegate Council (DC), defined in the Constitution.
 1. Each active Local Chapter shall have TWO (2) delegates in the DC and thus TWO (2) votes for each Board position during the elections process.
2. Call for Seconds: Upon presentation of a given position, all Candidates that have declared their candidacy for that position prior to the Regional Conference Business Meeting shall be announced. For each previously declared Candidate, the Moderator shall call for a second among those DC members in attendance.
 1. Candidacy Suspension Without Second: If a previously declared Candidate fails to obtain a second for a particular position, his/her candidacy for that position shall be suspended. In this situation, such a Candidate may run for another Board position in accordance with Bylaws III.4.7
3. Floor Nomination Policies: Candidates may be nominated from the floor of the Regional Conference Business Meeting pursuant to the following:
 1. Open Candidacy Slots: The Moderator shall call for Candidate nominations from the floor if, upon announcement of a given position, there are no previously declared Candidates for that position. Candidates may be solicited for a Board position that initially had its candidacy slots filled but later had an opening due to the suspension or invalidation of the candidacy of a previously declared Candidate.
 2. Floor Candidate Eligibility: All Candidates running from the floor of the Regional Conference Business Meeting must meet all eligibility criteria as outlined in Bylaws III.4.6.

3. Nomination & Second Requirement: Candidates may be self-nominated or nominated by another LMSA Midwest member. All nominations must be seconded, and acceptance of the nomination made clear to the Moderator immediately.

4. Post Hoc LOI Solicitation for Floor Candidates: Candidates running from the floor for a particular Board position need not have submitted an LOI for that position. However, the Elections Committee reserves the right to ask such Candidates, if successfully elected to Board position(s), to submit corresponding LOIs following the Regional Conference Business Meeting. The Elections Committee shall specify a deadline for such LOIs no later than ONE (1) week following the Regional Conference Business Meeting.

4. Nomination Window: After the Moderator has called for nominations and/or seconds for a particular position, the Moderator shall close the window for nominations, after which no more nominations shall be accepted.

5. Candidate speeches, deliberation, and voting: see previous page on *modified* procedures.

Upon conclusion of the voting process:

1. Dissemination of Election Results: Final results of the regional elected positions will be announced at the close of each election, electronically mailed to the general membership, and posted on the LMSA Midwest website.
2. It is the responsibility of the current LMSA Midwest Board members to contact the winning candidates for their respective positions, in order to facilitate a streamlined transition. The goal during the transitional period, is to have all elected positions familiarized with their positions and have provided document and network access by June 1 of that year.

Please submit all completed LOI forms to the LMSA Midwest Chief Information Officer (CIO) at cio.midwest@lmsa.net.

For any questions, please contact the CIO or Co-Directors at director.midwest@lmsa.net.