



2021 SIG Election Information

The AERA General Election is held from early-January to early-February each year. Below is information for AERA Special Interest Group (SIG) leaders to help them prepare for the upcoming 2021 election.

SIG Nominating Committee

SIGs are strongly encouraged to form a nominating committee to consider and nominate candidates for SIG elections. The nominating committee is responsible for identifying qualified candidates, ascertaining the interest and availability of nominees for each elected office, and finalizing the slate of candidates for the election. **At least two candidates must be proposed for each position open for election.** The SIG Chair (or their designee) uploads the candidates' information to the AERA ballot builder web site by **Friday, October 30, 2020**.

AERA requires that the positions of Chair (or equivalent) and Secretary (or Secretary/Treasurer) be in place for each SIG each year. All SIGs must have at least three elected officers. Please note:

- **All candidates must be current, voting members of AERA and current members of the SIG.**
- **Graduate Students can only serve in positions designated for graduate students (e.g., Graduate Student Representative).**
- **No individual can serve in any one role for more than three consecutive years.** (Please note that your SIG's bylaws may have additional restrictions regarding term limits.)

Call for Nominations

An effective way to encourage SIG members to consider submitting a nomination or self-nomination is to issue a call for nominations using the SIG announcement listserv. The call should include information on the position(s) open for election, the position description and responsibilities (see the SIG bylaws), and the length of the term. (If you need a copy of your SIG's bylaws, please contact sigs@aera.net). Members who wish to nominate a candidate for consideration, or self-nominate, are encouraged to contact the nominating committee with a brief description on the qualifications of the nominee and how each nominee will contribute to the SIG. Please note that members of the

nominating committee can also reach out directly to SIG members they feel are qualified for the position to encourage them to consider standing for election.

Submitting a Slate of Candidates

The SIG Chair will submit the slate of candidates for the SIG between October 1 and October 30 using AERA's ballot builder site. To create the slate of candidates, SIG chairs will need the following information for each candidate:

- The full name of the candidate;
- The institutional affiliation of the candidate;
- The candidate's email address;
- A biographical statement for the candidate, which can be up to 250 words.

2021 Nominations and Election Timeline

- **August 2020** – SIG forms a nominating committee and issues a Call for Nominations.
- **October 1, 2020** – Begin submitting candidate information online through the election ballot builder web site.
- **October 30, 2020** – Final due date for candidates' information to be submitted online to the election ballot builder web site. The information will be reviewed by AERA Central office and SIG Chairs will be contacted if additional information is needed.
- **January 2021** – Election launches in early January.
- **February 2021** – Voting ends in early February.
- **Late-February 2021** – The AERA Central office will notify candidates and SIG Chairs about the election results. Election results will be announced in *Highlights*.

If you have any questions, please contact Nathan Bell, Director of Governance and Special Projects, at (202) 238-3204 or at sigs@aera.net.