



## **Alumni Association Elections – Nominating Alternate Candidates by Petition**

Elections are governed by the Alumni Association's Articles of Incorporation and By-Laws, which may be found at: <https://www.sjc.edu/alumni/association/governing-documents>

Article VIII of the By-Laws govern elections generally and the procedure for nominating by petition alternate candidates (candidates other than those nominated by the AA Board) is found at Section 5. These instructions are designed to allow alumni to nominate such alternate candidates in compliance with the terms of the documents referenced above.

Any candidate nominated must be eligible to serve in the office for which they are nominated. In general, all alumni are eligible to serve, but there are some provisions relating to term limitations which might rule out certain specific alumni for some offices.

### **Steps to take:**

1. Have the candidate create or approve a short biographical sketch (not more than 250 words) for distribution to alumni in general prior to the election. In addition, the candidate should certify that they are willing to be nominated as a candidate for the relevant office and will serve in that capacity if elected. The candidate should sign a copy of the completed form, which should then be delivered to the alumni office in Santa Fe, by one of the means detailed below. A template of that form is included in Appendix 1 of these instructions.

2. Twenty-five alumni in good standing must sign a petition nominating the proposed candidate. The petitions actually signed by the twenty-five alumni may take the form of one petition signed by all, or of twenty-five separate petitions each signed by one, or of any combination of the two. (For example, one could submit one petition signed by five alumni, and twenty petitions each signed by only one alum.) The petitions should clearly state, either in typed or in printed form, the name of the signing alumni as recorded by the College, and have a signature. For your convenience, a form of such a petition has been attached to these instructions as Appendix II. It would be more convenient (and would make it less likely that one of the required documents is inadvertently misplaced) if all these documents were delivered at one time to the Alumni Office in Annapolis, but this is not a requirement. Sending more than twenty-five signatures from

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alumni is not required, but is allowed. The proposed candidate may sign a nominating petition and be counted as one of the twenty-five signatories. (This would be a separate signature than that outlined in step 1.)

3. The signed documents may be returned by either of the following two methods: a) Hard copies may be sent by U.S. Mail or expedited mail delivery (e.g. FedEx) to the Alumni Office at 60 College Avenue, Annapolis, MD 21401, attention Alumni Engagement/Melissa Fairchild.

b) Hard copies may be scanned into a commonly used format (such as .pdf) and sent to the Alumni Association as an attachment to an email at [alumni.association@sjc.edu](mailto:alumni.association@sjc.edu) with the subject line 'AA Election Petition'. We're sorry, but at this time we don't yet have the technological ability to use "electronic signatures".

All necessary documents must be received on or before **Friday, August 15, 2025**.

Because U.S. Mail takes some time to arrive, petitions sent by that method should be mailed with sufficient time to ensure receipt by the deadline of August 15, 2025.

For more information or for help in completing this process, contact the Secretary of the Alumni Association, Beth Martin at [sjcassociation@gmail.com](mailto:sjcassociation@gmail.com).

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**Appendix I: Certification of Consent for Nomination**

\_\_\_\_\_ is being nominated by petition for the position of  
*(name of nominee)*

\_\_\_\_\_ for the election to be held on  
*(name of relevant office)*

September 14, 2025. The following is a short biographical sketch of the candidate:

*[insert bio sketch, no more than 250 words]*

The undersigned, the nominee referenced above, hereby certifies that they are willing to be nominated as a candidate for the relevant office and will serve in that capacity if elected. The undersigned further gives their consent to use the biographical sketch provided above for the

purpose of informing alumni of St. John's College in the election to be held on September 14, 2025.

By: \_\_\_\_\_  
*[Print or type name above]*

Signed: \_\_\_\_\_

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