



**GULF COAST PROVINCE
KAPPA PSI PHARMACEUTICAL
FRATERNITY, INC.**



Gulf Cost Province Officer Elections FAQ Sheet

Nomination Process Timeline:

1. Nominations for the 2018 GCP Winter Assembly Opens on: **October 20th, 2017**
2. Nominations must occur via the GCP official nominations form. The form may be located on the GCP official website <https://kappapsigulfcoastprovince.weebly.com/elections.html> under the Elections Tab or may be requested from the Gulf Coast Satrap.
3. Nominations may only be submitted by a Brother who is a member of a Gulf Coast Province chapter. Both the nominating Brother and chapter must be considered in good standing to submit a form.
4. The form must be signed and forwarded to the Satrap at least **30 days** (December 7th, 2017) prior to the actual business meeting date: **January 6th, 2017**
5. Once correctly submitted:
 - a. Satrap/Vice Satrap will confirm receipt of nomination within **3 business days**
 - b. Satrap/Vice Satrap will notify each member of the office for which nominated.
 - c. Nominees will have **3 business days** to accept or decline nomination.
6. Satrap/Vice Satrap will forward all nominations to the Elections Committee
 - a. To complete credentialing process for all candidates.
 - b. Provide a report to the Satrap of eligible candidates within **5 working days**
7. Nominee becomes a candidate for office ONLY IF:
 - a. Acceptance of nomination for that office AND
 - b. Meets eligibility criteria as verified by the Elections Committee and Satrap
8. Nominee's found to be ineligible for office:
 - a. Will be contacted by the Satrap within **2 business days** of the Elections Committee's report as to the reason of ineligibility.
 - b. Nominee's will have **2 business days** to submit documentation challenging the ineligibility.
 - c. The Elections Committee will provide a final ruling on eligibility to the Satrap within 48 hours of receiving the documentation.
9. Eligible candidates for office should submit a short biography to the Gulf Coast Province Historian no later than 14 days prior to the start of the business meeting.
10. The Publications Committee will have 5 business days to email the province historian with nominee biographies under the official Gulf Coast Province website <https://kappapsigulfcoastprovince.weebly.com/elections.html> under a subsection determined appropriate.
 - a. Late submissions shall not be accepted for publication on the Gulf Coast Province website.

Instances in which nominations may be made from the floor of the Assembly:

1. All or all but one (1) nominee withdraws
2. Any nominee for any office is nominated for another office.
3. The nominee is a previously approved candidate that has not yet been elected to a position at that Winter Assembly.