



Nominations Process

Initial Set Up and Call for Nominations

- 1) Preliminary review and approval of job descriptions for officer and director positions. The job descriptions for each elected position shall be reviewed by the (Nominations) Committee prior to the call for nominations. The descriptions should set the candidates' realistic expectations for the time and financial resources necessary to fulfill their responsibilities. Any changes in the existing job descriptions shall be reviewed and approved by the Board of Directors.
- 2) Selection of a Committee Coordinator. A member of the Committee will be appointed by the Chair to assist in the management of nominations applications and subsequent processes to conduct the elections.
- 3) Initiate Call for Nominations. A notice of election and list of available positions will be published on line and communicated via email to general membership with instructions.
- 4) Candidates' Nomination Applications and Eligibility. Within this process document, "eligible" candidates are those candidates who are confirmed as meeting the criteria for office once nomination application forms are vetted by the Committee.
 - a) Candidates only will be allowed to apply for one position, however may indicate on the application if they would be willing to accept a nomination for any other position from the Committee by marking boxes for those alternate positions in which they would be willing to serve.
 - b) Sitting Board of Director members/Officers that are considering applying for a subsequent term are asked to notify the Chair of his or her intent at least one month prior to the call for nominations but are obligated to apply.
 - c) Applications will be submitted electronically as instructed.
 - d) The Coordinator will accept delivery and time-stamp applications when they are received. All applications must be received by the Coordinator no later than 5 p.m. CST.
 - e) The Coordinator will first evaluate the application to ensure that it is complete. If the application is complete, the coordinator will notify the candidate of this fact via email. Candidates will be instructed to contact the coordinator if they have not received confirmation of receipt within two business days of submitting their application. If the application is incomplete, the Coordinator will make a reasonable effort to contact the candidate by phone and e-mail to advise the candidate that material is missing. Additional material will be accepted only until the deadline of applications. Once the deadline has passed, applications will be forwarded to the Committee as is.
 - f) The Coordinator will screen all candidate applications for eligibility. Any candidate application with eligibility issues will be referred to the Chair, who will share this

information with the entire Committee. The Committee, in consultation with the 3rd party official supporting the reinforcement of the Chapter's Constitution and Bylaws, will make the final determination of a candidate's eligibility by a majority vote.

- g) Telephone interviews will be set up by the coordinator for all eligible candidates with the committee.
- 5) Recruiting fill-in candidates when necessary. The Bylaws (Article V, Section 1) direct the Committee to provide a slate of proposed candidates at each election for each office.
- a) If by the initial application deadline there is an inadequate number of eligible candidates so that there is not at least one candidate for each open position, the application deadline will remain as originally scheduled and all open positions with no interested candidates will be reviewed by the Committee. Eligible applicants who have expressed a willingness to fill alternate positions will be considered for any open positions with no one having applied.
 - b) If by the initial application deadline there is an inadequate number of eligible candidates, and the reassignment of candidates as envisioned above in Section 4(a) is not possible, if time allows, the Committee can opt to extend the deadline.
 - c) If the application deadline has passed, as described in Sections 4(a) and (b) above, then Bylaws (Article 4, Section 7) state that existing Directors can nominate and elect Directors to fill the remaining positions.
 - d) After candidate interviews, if the Committee decides not to nominate any of the eligible candidates who did apply, the Committee must notify the candidates at least fourteen (14) days and membership at least ten days (10) in advance of the General Meeting notwithstanding adjustments needed for time. Candidates wishing to appeal the decision must notify the Chair within 24 hours of the notification. If no petitions are submitted, process outlined in Section 4(c) will apply.

Post Nominations Call Process

- 1) Announcement of Candidates. Within seven working days of the closing of the application process, the names and relevant information for each candidate will be posted on the Facebook Page and emailed along with an open call for comments about the candidates to all active members.
- 2) Conflicts of Interest. Once the applications have been received, Committee Members shall reveal to the Committee all possible conflicts of interest they may have. Conflicts of interest may include prior and/or current professional and/or personal relationships with any candidates. The Committee shall determine whether such conflicts require abstention from voting for the candidates for that Officer or Director position.
- 3) Comment Letters Concerning Candidates Suitability For Nomination. The Committee's review of candidates may include not only a review of objective information provided by the candidate (e.g., biography, resume, views, record of service), but also subjective information submitted by the general members that may provide insights as to suitability, fitness, capability and related leadership and service potential. Active members of the

Chapter and other interested individuals may provide such comments to the Committee in the form of comment letters sent electronically or via the postal service if time allows.

- 4) Rules regarding comment letters received by the Committee.
 - a) Anonymity. Anonymous Comment Letters will not be accepted. The name of the author of the letter must be included within each letter, and the Committee may elect to verify authorship and fact check information where appropriate.
 - b) Confidentiality. All submitted Comment Letters will be closely held as part of the Committee's confidential deliberations.
 - c) Transparency and Response. Candidates will be provided with copies of Comment Letters submitted to the Committee upon request, including the source, and given the opportunity to respond.
 - d) Verification. Any concerns over validity of claims made in Comment Letters will be reviewed by the Chair and brought to the Board for subsequent review if warranted.
 - e) Length. All Comment Letters shall be limited such that they may only refer to one candidate, and the body of the letter shall not exceed 300 words. If a letter exceeds 300 words, only the first 300 words of a Comment Letter will be distributed to members of the Committee.
 - f) Single Subject. If the Comment Letter refers to more than one candidate, the letter shall be returned to the author.
 - g) Number of Letters that Individuals May Write. Any individual letter writer may only write one letter with respect to each available position. For the positions of Chair-Elect, Treasurer, and Secretary, and Director positions, which are all single elected positions, individual letter writers may only write one letter supporting a single candidate for each position. For the positions of Director-At-Large positions, individual letter writer may only write as many letters as there are open positions; in other words, if there are four open Direct-At-Large positions, an individual letter write may write up to four letters supporting candidates for Director-At-Large positions.
 - h) Communication. The rules regarding comment letters will be communicated to all candidates.
- 5) Delivery of candidate support letters. The Coordinator will receive and assemble all candidate support letters for distribution to the Committee as soon as they are available. If a member of the committee feels that a fact stated in a Comment Letter is inaccurate, he or she must notify the Chair as soon as possible, but no later than 48 hours prior to the set date for final deliberations by the Committee. If a fact is challenged, the chair will direct any follow up and advise the Committee of findings.
- 6) Deadline for submission of candidate support letters. The call for comments will typically close 21 days after the names of candidates are announced as time allows but may be changed to meet restricted deadlines. No further comments will be accepted as of 5 p.m. CST. The Coordinator will make copies available upon request of the comment letters to all candidates as soon after the deadline submission as possible. Candidates will be allowed to submit responses to comments for up to seven days after the Coordinator has distributed

the requested letters to the candidates. No candidate comments will be accepted after 5 p.m. CST.

- 7) Disclosure of Lobbying. Contact by any person, whether a member or not, on behalf or against a candidate shall be considered lobbying. The Committee member must keep a log of such contacts, including name of the individual making the contact, the names of any candidates, the nature of the contact and any other relevant details including the names of any candidates mentioned. Any person contacting a member of the Committee, either in favor of or against the candidacy of any individual shall be considered to have been engaged in lobbying. Information from each member's log will be provided to all members of the Committee when it convenes to select candidates.
- 8) Board Involvement in the Nominating Committee process. Incumbent Board Members are certainly qualified to evaluate and assess the needs of the Board and the leadership qualities of incumbents and should actively identify and recruit members to run for leadership positions. They should actively identify members to run for leadership positions and communicate the names of these individuals to the Committee. Except for individual board members voluntarily providing Comment Letters for any candidates, any active involvement by Board Members in the Committee deliberations and/or campaign process, either on behalf of or against a candidate, can be perceived as undue influence or interference and must be avoided. Consequences of violating this can include removal from the board and revocation of membership in the Chapter. This information must be communicated to all candidates.
- 9) Executive Board involvement in the nominating campaign process. Executive Members are qualified to evaluate and assess the needs of the board and the leadership qualities of incumbents. They should actively identify members to run for leadership positions and communicate the names of these individuals to volunteer leaders. However, except for the President and Chair, any active involvement by Executive Members in Committee actions, deliberations and decisions and/or campaign process, either on behalf of or against a candidate, can be perceived as undue influence or interference and must be avoided. Consequences of violating this agreement can include discipline or revocation of membership from the Chapter. This information must be communicated to all candidates.
- 10) Confidentiality. By its nature, the nominating process requires a high degree of confidentiality, especially in deliberations and vote totals. All teleconferences, discussions and deliberations of the Committee will remain confidential. Each Committee Member will be required to complete a volunteer commitment form and abide by it.
- 11) Public disclosure of opinions, views, comments, votes and related intermediate work of the Committee. Constitutes a violation of the pledge. Violations of this agreement will disqualify a member from further committee participation and is subject to action by the Board of Directors.

Approved on May 13, 2019