

# NOMINATING AND ELECTIONS COMMITTEE (NEC)

## OPERATIONS MANUAL

**Revision Approved – Aug 23, 2017**

**Purpose of Committee:** To conduct the business of managing the election and appointment of members of the Board Of Directors and elected members of the NEC, as defined in the NAWCC Bylaws Article III, Section 2 (g) and Article IV, Sections 1 through 8; and Standing Rules Article VIII, Sections 1, 2, 3. The aforementioned documents thoroughly define the purpose and requirements of the NEC. The attached Calendar specifies the month-by-month details of the NEC's responsibilities.

**NEC Relationship to the NAWCC Board:** The NEC reports to the Board and is comprised of two members appointed by the Board from Board members serving their final term; two members elected by the NAWCC membership who must possess Board or NAWCC Museum Trustee experience; up to four non-voting advisory members to be appointed by the Committee Chair if so desired; Executive Director (ED), a non-voting member of the committee. All terms except the ED are for four (4) years with half appointed/elected every two years. The NEC elects its own chair.

The committee by design maintains a slightly independent relationship with the Board, operating freely within the instructions laid down in the Bylaws and Standing Rules. However, the Board must approve operating changes made by the NEC and amended Bylaws or Standing Rules must be published.

**Responsibility for Documents:** Frequent communication with the Board is required to ensure common purpose for the following NEC published documents:

- \* Board members' eligibility criteria.
- \* Calls for election and appointment nominations.
- \* Self-nomination form.
- \* Summary of any election candidates' qualifications.
- \* Election ballots and Bulletin biographies.
- \* NEC audit of the third party vote counting.
- \* Certification of election results.
- \* Annual report to the Board.
- \* Annual budget request to the ED.

## **NEC CALENDAR**

### **THE YEAR BEFORE THE ELECTION - (Even numbered calendar years)**

Call for Election Nominees to be published in January/February and March/April publications. Deadline submission is 60 days.

- By Jan 1: The website nomination/appointment form is updated.
- April 30: Self-nominations for election closes. NEC will find more candidates if needed.
- By May 15: Annual Report to the Board
- May: The NEC will interview election candidates to validate versus criteria. Provide a copy of the Board of Directors Code of Ethical Conduct to Eligible candidates, and ask them to complete, sign and return the Affidavit included with the Code to the NEC. All candidates must be informed that failure to complete the Affidavit will automatically disqualify them to stand for election. Further that any conflict of interest matter will be referred to the Board for resolution. Candidates may start campaigning as soon as the NEC approves their application.
- July 31: Nomination by Petition closes.
- By Aug 10: The NEC selects an independent outside agent (auditor) to conduct the election.
- Sept 1: Call for Self-nominated Appointed Directors to Editor for publication in November/December publications.
- Sept: Obtain Board approval of the election auditor.
- By Oct 1: Ask all selected candidates plus petition candidates to submit photos and Biographies to Bulletin Editor.
- By Nov 1: Prepare the January election ballot with assistance from the ED and the Editor.
- By Nov 15: List of election candidates and bios to Board.

### **DURING THE ELECTION YEAR – (Odd numbered calendar years)**

- By Jan 1: The candidates bios are published in January/February Bulletin.
- By Jan 10: Set schedule for electronic voting reminders.
- By Jan 12: Ballots are released by the Election Audit Firm.  
Election closes at midnight eastern time on first workday in April.
- By Feb 1: Start the process of developing list of potential appointee candidates.  
  
Apply the same conditions regarding the Board of Directors Code of Ethical Conduct to potential appointees as to candidates for election.  
  
Work with Board to match appointed candidates with needed Board skills.
- By Mar 30: Have list of appointed candidates in place.  
  
Identify two backup appointee candidates for use if the Board rejects the recommendations or if there is an unexpected Board vacancy.
- April 1-3: Election completed on first working day of April.  
Contact all election candidates ASAP.  
Advise Board and membership of election results ASAP.
- April 8: Self-nominations for appointment is closed.
- By Apr 15: Appointee recommendations sent to the Board along with qualifications for approval.
- April: Board meeting to approve or reject recommended appointed candidates.
- April: If Board rejects any of the recommended candidates, present new list.
- May 15: Annual report to the Board.
- June/July: Board appoints one (1) NEC member from final-term Board members.  
  
NEC certifies and seats new Board at the physical board meeting in conjunction with the National Convention.  
  
NEC certifies the election at the Regular Annual Meeting in conjunction with the National Convention.
- By Sept 30: Submit next year's budget request to the ED

# NAWCC Nomination Form

## Elected and Appointed Positions

Name \_\_\_\_\_ Membership # \_\_\_\_\_

Address \_\_\_\_\_

City, State Zip \_\_\_\_\_

Telephone Home \_\_\_\_\_ Mobile \_\_\_\_\_

Email Address \_\_\_\_\_

**Position for which nominated (check one or more)**

- Elected Director (4-year term)
- Appointed Director (4-year term)
- Elected NEC Member (4-year term) *Must have prior Board, Council or Trustee experience.*

**NAWCC experience and service:**

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**Professional, business, and community activities and experience outside of NAWCC:**

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**What makes the nominee a strong candidate? Include leadership and other experience in any relevant area of personal activities.**

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**Additional information may be provided on a separate page.**

Submitted by \_\_\_\_\_ Date \_\_\_\_\_

Mail to: NAWCC Nominations, Attn.: Tom Wilcox, 514 Poplar St., Columbia, PA 17512-2130  
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