

NOMINATING AND ELECTIONS COMMITTEE

Policies & Procedures Handbook

Current Version: Jan 09, 2024

Prior Version: Aug 23, 2017

Purpose of Committee

The Nominating and Elections Committee (NEC) exists to conduct the business of managing nominations, election, and appointment of members of the Board of Directors and elected members of the NEC as defined in the NAWCC Bylaws and Standing Rules.

NEC Organization

- The NEC is a Standing Committee of the NAWCC and reports to the Board of Directors.
- The NEC is comprised of two members appointed by the Board and two members elected by the NAWCC membership as defined in the aforementioned rules.
- The NEC elects its own Chair.
- In contrast to other National Committees, the Board Chair and the Executive Director are prohibited from being members of the NEC, including as ex officio (nonvoting) members.
- The NEC Chair may appoint and discharge non-voting, advisory members at any time.
- The NEC follows the most current edition of Robert's Rules of Order as relates to small Boards.
- NEC will meet as frequently as required to perform its duties. A majority of voting members of the Committee shall constitute a quorum at its meetings.
- In the event a vacancy should occur on the NEC:
 - The NEC Chair shall notify the Board of Directors within 7 calendar days
 - The Board of Directors may appoint a replacement to fill the unexpired portion of the term of the vacancy.

Handbook Updates

- The Handbook will be maintained by the Committee. Any changes to the Handbook shall be presented to the Board for approval.
- Notwithstanding anything in this Handbook, the current Bylaws and Standing Rules, and passed resolutions and motions of the Board of Directors will take priority.

- The NEC Handbook will be reviewed and updated as appropriate at least every five years or within 6 months of changes made to the Bylaws or Standing Rules that impact NEC responsibilities or procedures.

Supporting Documents maintained or approved by the NEC include the following:

- Director and NEC member self-nomination form.
- Calls for election and appointment nominations in official NAWCC publications.
- Election ballots.
- Annual Committee report to the Board.
- Annual budget request to the Executive Director, if needed.

Document Retention

The NEC does not retain any documents beyond those required to perform its duties at the time.

Election Oversight

- The NEC will maintain a calendar of tasks to execute elections in accordance with the aforementioned rules.
- Prior to any election, the NEC will confer with the Chair of the Board and Executive Director to ensure that staff, technology, and budget required to conduct the election are in place, or mitigating actions will be put in place.
- Prior to any election, the NEC will confer with the Chair of the Governing Documents Committee to ensure that any rule changes made since the last election or contemplated prior to the execution of the next election are identified.
- The NEC will review official ballots and method of distribution, including voting eligibility and ballot delivery. The production and actual distribution of ballots shall be the responsibility of the Executive Director.
- The NEC will approve the independent (3rd party) system that tabulates election results and certify each election. The contracting, data exchange, and troubleshooting, if any, to be the responsibility of the Executive Director.

Voting Procedures

The objectives of the voting procedures are to provide eligible members with the opportunity to vote.

- Electronic voting software shall be selected by the Board of Directors with counsel by the NEC. Reminders to vote and other informational communications may use other communication/email software.
- Only ballots tabulated by approved voting software will be accepted. Ballots received after the voting end-date will not be accepted.
- The ballot file containing eligible voting members will be generated from the NAWCC membership database no more than three business days prior to sending ballots.
- Ballots will be sent to members in good standing in all eligible membership classes (see below).

- Eligible voting members must have a valid email address on file before the ballot file is generated to receive an electronic ballot. Members will be reminded of this requirement in official publications of the NAWCC prior to the voting period.
- During the voting period, eligible member(s) who have not received an electronic ballot for any reason may request a replacement electronic ballot provided the member contacts Membership Services at least 5 business days prior to the voting end-date. Those contacting the NAWCC within 4 business days of the voting end-date will be handled on a best-efforts basis.
- At least one reminder to vote will be sent to eligible members during the voting period, at least 7 business days prior to the voting end-date.
- The NEC will monitor member feedback and act on a best-efforts basis, within reasonable cost and effort constraints, to handle one-off member voting issues.

Membership Class Eligibility

Regular Member	Yes
Associate Member	Yes
Business Member	Yes
Youth Member (Under 18)	No
Introductory (First Time) Member	Yes
Student Member	No
Legacy Member	No
Life Member	Yes
Sustaining Member	Yes

NEC CALENDAR

Year Prior to the Election (Even numbered calendar years)

	Task	Deliverable	Accountable / Consulted	Comments
1	Process review with Board Chair and Executive Director	Jan 1 st to August 10 th	Chair, Board of Directors / Executive Director	See Handbook
2	Rules review with Chair of Governing Documents Committee	Prior to Jan 1st	Chair, Governing Documents Committee	See Handbook
3	Call for Elected Member Nominations in Bulletin	Jan/Feb	Publications Department	60-day lead time (Nov)
4	Call for Elected Member Nominations in Bulletin	Mar/Apr	Publications Dept	60-day lead time (Feb)
5	Call for Elected Member Nominations on Forums	Mar/Apr		Member Forums
6	Self-nominations close	April 30		
7	Identify additional candidates if needed	TBD	Board of Directors / Executive Director	
8	Annual Report to the Board	May 15	Publications Dept	
9	Candidate Interviews & verification	May - June		
10	Send candidates the Board of Directors' Code of Ethical Conduct	May – June		
11	Approved candidate campaigning	June Start		
12	Nomination by Petition Closes	July 31		
13	Election System Approved	Aug 10	Chair, Board of Directors / Executive Director	
14	Call for Appointed Nominations	Nov/Dec Bulletin	Publications Dept	60-day lead time (Sept). Must be at least 75 days prior to election (Publication or Forum).
15	Call for Appointed Nominations	Forum Posting		Member Forums.
16	Assist Publications to get candidate photos and biographies	Prior to Oct 1 st	Publications Dept	
17	Assist with ballot preparation	Prior to Nov 1 st	Executive Director / Publications Dept	
18	Communicate <u>election</u> candidates and their biographies to the Board	Prior to Nov 15 th	Chair, Board of Directors	
19	Confirm voting period (start / end) and overall readiness with all parties	Prior to Dec 1 st	Executive Director / Chair, Board of Directors / 3 rd Parties	

Election Year (Odd numbered calendar years)

	Task	Deliverable	Accountable / Consulted	Comments
1	Publish candidate biographies in Bulletin	Jan/Feb	Publications Dept	60-day lead time (Nov)
2	Set schedule & method for voting reminders	Jan 10 th	Executive Director / Publications Dept / Forums	
3	Ballot Distribution	45 to 60 days prior to voting end date		Voting period must be 45 to 60 days
4	Reminder to vote / Second Ballot distribution for new members (see Handbook)	15 to 20 days prior to voting end date		
5	Evaluate prospects for appointment to Board	Prior to Feb 1 st		
6	Review desired board skills with Chair, Board of Directors	Prior to Feb 1 st	Chair, Board of Directors	
7	Identify 2 backup appointee candidates should the Board reject NEC recommendations or if there is an unexpected vacancy	Feb - March		
8	Send appointment candidates the Board of Directors' Code of Ethical Conduct	Feb - March		
9	Complete list of recommended appointed candidates	March 30 th		
10	Election voting end-date	First workday in April		
11	Receive and certify results, perform due diligence as needed	April 3 rd		
12	Notify Executive Director and Chair, Board of Directors. Determine "Congratulations" timing.	April 3 rd	Executive Director / Chair, Board of Directors	
13	Notify elected candidates and not elected candidates (for Board and NEC)	April 3-5		
14	Post election results to membership	April 5 th	Executive Director / Publications Dept	Post to Forums
15	Self-nominations for appointment closes	April 8 th		Must accept appointment nominations up to one week after election end date
16	Appointee recommendations sent to Chair, Board of Directors	April 15 th	Chair, Board of Directors	Must submit within 15 days of election end date to the Board
17	Manage appointee recommendation rejections by the Board of Directors, if applicable	April Regular or Special Board Meeting		Board must confirm or reject within 15 days of receiving NEC recommendations
18	Board appoints NEC member	April Regular or Special Meeting of the Board	Chair, Board of Directors	
19	Annual Report to the Board	May 15	Publications Dept	
20	NEC seats new Board of Directors at National Convention board meeting and conducts election of Board Officers	National Convention Board Meeting	Chair, Board of Directors	Ceremonial
21	NEC certifies election to the membership at the Regular Annual Meeting at the National Convention	National Convention Board Meeting	Chair, Board of Directors	Ceremonial

NAWCC Nomination Form

Name: _____ Membership # _____

Address: _____

Phone: _____

Email: _____

Position: Board of Directors Nominating & Elections Committee (NEC)

Attach a one-page synopsis of your background and relevant qualifications that includes the following:

- Professional, educational, community, and other related qualifications and experience
- Motivation and objectives that benefit the mission of the NAWCC and membership
- Prior Board experience, if any
- NAWCC positions occupied and services provided at local, regional, or national level, if any

Questions? Simply contact the NEC at nominations@nawcc.org

Submitted by _____ Date _____

Email this form to: nominations@nawcc.org, or

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