

NACOLE 2020 ELECTION COMMITTEE & ELECTION PROCEDURES

ROLE OF THE COMMITTEE

The president shall appoint the Election Committee for a term of one year no less than six months prior to the Annual Meeting. The Election Committee shall be solely responsible for conducting the election of three member-at-large positions to the NACOLE board of directors and shall establish procedures, in addition to those included herein, subject to board of directors' approval, to regulate and guide the nomination and balloting processes.¹ The Election Committee, by unanimous vote, shall interpret and apply board-approved procedures to any issues that arise during the 2020 Virtual Annual Meeting. The Election Committee's decision(s) shall be final. Absent a unanimous vote, the president's decision on the issue(s) shall be final.

In the event any member of the Election Committee files a declaration of candidacy for election, that member shall not be eligible to participate in Election Committee activities or decision-making related to the election or the election process.

The Election Committee has established the following election procedures, which the board of directors has approved for the 2020 election, in which three member-at-large positions on the board of directors will be filled.

PROCEDURES

The 2020 elections shall be conducted using a secure election software, which will ensure the integrity of the election process. The Election Committee shall recommend the software to be used, which the board of directors must approve.

Announcements

The Election Committee shall prepare an election information packet for distribution to all members, upon payment of the members' 2020-2021 dues. The information packet shall include but not be limited to:

- Election Notification Letter
- Declaration of Intent to Seek Office Form
- Other related election information and materials
- Instructions for electronic voting process
- Proxy vote authorization process

The Election Committee will post the following on the NACOLE web site:

- Declaration of Intent to Seek Office Form
- The procedure for filing the Declaration of Intent to Seek Office
- Candidate Questionnaire Form

¹ NACOLE Bylaws (2018) Article VII, Section B, Subsections 1 and 2.

- The names and bios of the declared candidates
- A sample ballot

Progress Reports

The chair of the Election Committee shall file progress reports with the board of directors on the election and candidates for office sixty and thirty days prior to the election and, in addition, as the board may otherwise be request.

Eligibility

Article V and Article VI of the NACOLE Bylaws provide that candidates for office must be association members in good standing for at least one year and must have attended at least one of the two previous annual conferences. Dues must be current. Any organizational member who seeks election to office must hold his/her organization's voting membership.

Declarations for Election to Office

Eligible members must submit Declarations of Candidacy for Election to the Election Committee by August 24, 2020, which is no later than thirty days prior to the Virtual Annual Meeting on September 23, 2020, by sending their Declarations of Candidacy for Election via U.S. Postal Service, or via e-mail to the Election Committee member at the address specified in election announcements. The Election Committee will finalize the ballot 30 days prior to the Annual Meeting.

Proxy Vote Procedure

A member in good standing, who is unable to attend the Annual Meeting, may submit a Proxy Vote Authorization form certifying that the voting member is unable to cast his/her vote on September 23, 2020, naming an eligible designated voter. The member must submit the Proxy Vote Authorization form to the Election Committee by September 16, 2020, which is no later than seven days prior to the September 23, 2020 Virtual Annual Meeting, by sending the Proxy Vote Authorization form via U.S. Postal Service, or via email to the Election Committee member at the address specified in election announcements. The Election Committee will not accept Proxy Vote Authorization forms after September 16, 2020.

Election Procedure

Voting members seeking election to the board of directors shall file a formal declaration, in accordance with the procedures set forth in the Declarations for Election to Office section, above.

At the onset of the Annual Meeting, candidates will have the opportunity to present to the membership a three-minute, pre-recorded video or audio speech submitted to the Director of Operations via email to info@nacole.org no later than 24 hours prior to the annual meeting. The electronic software shall allow for write-in candidates, based upon nominations from the floor, if any. Candidates nominated from the floor shall be allowed to make a three-minute live presentation to the membership.

Voting members are not required to attend the Annual Meeting to vote. Electronic voting shall commence on September 23, 2020, at 5:00 p.m. EST and shall close at 11:59 p.m. EST on September 23, 2020.

In the event of a tie vote, a run-off electronic vote shall break the tie. The run-off electronic vote, if needed, will be held on Friday, September 25, 2020. The electronic voting process will commence at 12:00 noon EST and end at 2:00 PM EST.