

# **NACOLE 2021 ELECTION COMMITTEE & ELECTION PROCEDURES**

## **ROLE OF THE COMMITTEE**

The Election Committee shall be appointed for a term of one (1) year by the President no less than six months prior to the Annual Meeting. The Election Committee shall be solely responsible for conducting the election of the President, Vice-President and two (2) member-at-large positions to the Board of Directors and shall establish procedures in addition to those included herein, subject to approval of the Board of Directors to regulate and guide the nomination and balloting processes.<sup>1</sup> Interpretation and application of Board approved procedures that arise during the 2021 Virtual Annual Meeting shall be decided by a unanimous vote of the Election Committee. The decision of the Election Committee shall be final. Absent a unanimous vote, the decision of the President 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 Election Procedures below, which have been approved by the Board of Directors for the 2021 Election in which the President, Vice-President and two (2) member-at-large positions on the Board of Directors will be filled.

## **PROCEDURES**

The 2021 Elections shall be conducted using a secure election software, that ensures the integrity of the election process. The software used shall be recommended by the Election Committee and approved by the Board of Directors.

## **Announcements**

The Election Committee shall prepare election information for distribution to all members upon payment of dues. The information 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
- The names and bios of the declared candidates
- A sample ballot

---

<sup>1</sup> NACOLE Bylaws (2018) Article VII, Section B, Subsections 1 and 2.

## **Progress Reports**

The Chair of the Election Committee shall file progress reports on the election and candidates for office sixty (60) and thirty (30) days prior to the election and, in addition, as may otherwise be requested by the Board.

## **Eligibility**

Article V and Article VI of the NACOLE Bylaws provide that candidates for office shall have been association members in good standing for one (1) year and have attended at least one (1) 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**

Declarations of Candidacy for Election shall be received by the Election Committee by September 8, 2021, which is no later than thirty (30) days prior to the Virtual Annual Meeting on Friday, October 8, 2021. Declarations shall be sent via US Postal Service, or via e-mail to the committee member at the address specified in election announcements. The ballot shall be final 30 days prior to 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 their vote on October 8, 2021, naming an eligible designated voter. The form shall be received via U.S. Mail or electronically by the designated Election Committee member by October 1, 2021, which is no later than seven days prior to the October 8, 2021 Virtual Annual Meeting. **Proxies will not be accepted after October 1, 2021.**

## **Election Procedure**

Voting Members seeking election to the Board shall file a formal declaration in accordance with the procedure set forth in the Declarations for Election procedures 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 24 hours prior to the annual meeting. The electronic software shall allow for write-in candidates for nominations from the floor. Candidates nominated from the floor shall also be allowed to make a three-minute presentation to the membership.

Voting members are not required to attend the Annual Meeting to vote. Electronic voting shall commence at 3:00 p.m. EDT and shall close at 11:59 p.m. EDT on October 8, 2021.

In the event of a tie vote, the tie shall be broken by a run-off electronic vote. The run-off election vote, if needed, will be held on Saturday, October 9, 2021. The electronic voting process will commence at 12:00 noon EDT and end at 2:00 PM EDT.