



6/2020

CANDIDATE FILING FORM

POSITION APPLIED FOR _____

NAME _____

ADDRESS _____

CHAPTER _____ DATE JOINED _____

EMPLOYMENT _____

WHAT OFFICES OR CHAIRMANSIPS HAVE YOU HELD ON LOCAL, STATE OR NATIONAL LEVELS: _____

Please attach a **REQUIRED** Plan of Action for elected offices (maximum one page front & back) listing:

- 1) Significant changes from last year
- 2) Goals
- 3) Method of implementation
- 4) Types of communication planned
- 5) Proposed travel
- 6) General comments

I, the undersigned, do attest that the above information is correct to the best of my knowledge.

Candidate's Signature and date

Due postmarked by February 15th to the Chairman of the Board

Elected offices include: President, Vice Presidents, Secretary, Treasurer, LPA President and Regional Directors.

**NEBRASKA WOMEN OF TODAY
CANDIDATE CAMPAIGN EXPENSE RECORD**

This form is to be completed in full and returned to Chairman of the Board no later than Friday, 10:00 p.m. at Annual Convention.

NAME OF CANDIDATE _____

CANDIDATE'S CHAPTER _____

NAME OF CAMPAIGN MANAGER (if any) _____

EXPENSES: List Quantity and Dollar Amount

TOTALS

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TOTAL EXPENSES _____

DONATED ITEMS: Estimate Value and List Quantity

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TOTAL DONATED ITEMS _____

TOTAL CAMPAIGN EXPENSES _____

Limitations of expenses for candidates are as follows:

 Presidential Candidates - \$100.00

 Vice Presidents, Secretary, Treasurer, LPA Presidential Candidates - \$50.00

 Regional Directors - \$25.00

ATTACH RECEIPTS FOR ALL EXPENSES LISTED



APPLICATION FOR APPOINTED OFFICE

POSITION APPLIED FOR _____

NAME _____

ADDRESS _____

CHAPTER _____ DATE JOINED _____

EMPLOYMENT _____

QUALIFICATIONS FOR POSITION APPLIED FOR: _____

WHAT OFFICES OR CHAIRMANSIPS HAVE YOU HELD ON LOCAL, STATE, OR NATIONAL LEVELS _____

WHAT OTHER POSITIONS WOULD YOU CONSIDER HOLDING IF YOUR FIRST CHOICE WAS NOT AVAILABLE

Please attach a **REQUIRED** Plan of Action for appointed offices (maximum one page front & back) listing:

- 1) Significant changes from last year
- 2) Goals
- 3) Method of implementation
- 4) Types of communication planned
- 5) Proposed travel
- 6) General Comments

Due postmarked by March 1st to Chairman of the Board

NEBRASKA WOMEN OF TODAY
ELECTIONS & CREDENTIALS
6/2020

The following are some of the rules and regulations for running for a state office. Also, included is an elected candidate filing form and an appointed position filing form. Both have respective deadlines printed on the form. A **PLAN OF ACTION is REQUIRED** for either filing as well.

- (1) All candidates must complete and return a filing form postmarked on or before February 15th to the Chairman of the Board.
- (2) All expenses incurred during your campaign need to be recorded and anything donated needs to be valued and turned in on the official budget report included with the filing forms.
- (3) Presidential candidates must mail fliers to all state board members, all local chapter presidents and Chairman of the Board/email in a word document if email is available. Vice Presidents, Secretary, Treasurer and LPA President Candidates must mail /email in a word document if email is available fliers to all local presidents and the Chairman of the Board and the State President. These should be postmarked on or before March 1st.
- (4) Regional Director Candidates must mail/email in a word document if email is available fliers to all local chapters within her region. Chairman of the Board and the State President postmarked on or before March 1st.
- (5) All filed candidates may submit a short item to be published in the March Gavel, after Chairman of the Board has approved candidate's filing. The deadline is the regular Gavel deadline. The item should be typed, double-spaced to be easy to read.
- (6) Hospitality rooms and individual caucuses are not allowed.
- (7) A meeting will be held on Friday evening of the annual convention to give you guidelines on hanging posters/signs, handling out items, and to review caucus and campaign speech procedures. It is REQUIRED that candidates for all elected offices attend this meeting.
- (8) Friday night caucus is only allowed during a designated time. A definite time will be announced. During the caucus, each candidate will be allowed two (2) minutes to give an introduction speech. They will then participate in the caucus. Be prepared to answer unrehearsed questions from the floor at this time. Written questions will be taken from the general membership and screened by the Election and Credentials committee. Demonstrations will be allowed following the caucus. Each candidate will have five (5) minutes for this. Timing will start when the first word is spoken. Leftover time in one area is lost and cannot be transferred. The timer will be directly in front of the podium. Timer will stop anyone going over the time limit.
- (9) Candidates will have a curfew on Friday night – time to be announced. You must be in your room by curfew time – not necessarily in bed!
- (10) During the Election of Officers at the Business Meeting, candidate's speeches will not exceed five (5) minutes. Nominating speeches will not exceed two (2) minutes. A seconding speech is not allowed nor is a second required, however, a simple second from a chapter is permissible from the floor.

- (11) Nominations must come from the chapter and must be read by a representative from the candidate's chapter; if no chapter member is in attendance, then a member of the Elections Committee shall read the letter.
- (12) The only time active campaigning is allowed is at the annual convention. Please remember this as a candidate and as a chapter. As a candidate, you cannot request support from any chapter other than your own. As a chapter, please DO NOT ask a visiting candidate to make a campaign speech.
- (13) Elections of Regional Directors of each respective region will be held at the mini region meeting at annual convention. A representative of the Elections and Credentials Committee will handle all election procedures at these meetings. Elections of the other state offices will be held at the business meeting at annual convention, and this too, will be handled by the Elections and Credentials Committee.

PLEASE CONTACT CHAIRMAN OF THE BOARD
WITH ANY QUESTIONS