

NAMC-WA Director Code of Conduct

NAMC provides access, advocacy, and contractor development for its members in collaboration with strategic alliances to promote opportunities for economic inclusion in the construction industry.

This statement of commitment and code of ethical conduct and whistleblower policy has been developed to promote and maintain the highest standards of professional conduct among the NAMC-WA Board of Directors in fulfilling this mission. Adherence to these standards is expected from all NAMC-WA Board Members and serves to ensure professionalism, integrity, honesty, due diligence, and reasonable competence in all of the interactions of the association.

As a member of NAMC-WA, I believe that each of us, as individuals and organizations, have an accountability, duty and responsibility to our community, colleagues, customers, other contractors, suppliers, government agencies, major corporate members, strategic alliances, NAMC-WA and its members, and each other, to conduct ourselves in an honest and ethical manner.

To further express my commitment to the Principles of Integrity, Excellence, Professionalism, and Service, I pledge to conduct myself according to the NAMC-WA and National Bylaws, NAMC-WA Chapter Agreement, Policies of Governance, and the following standards. As a NAMC-WA director, I will review Article V of the NAMC-WA Bylaws in its entirety.

- I will serve a two (2) year term.
- I will attend board meetings (conference calls and annual meetings). Per Bylaws Section 5.11, three unexcused absences from regular or special meetings may constitute grounds for automatic removal of a Director from the national board.
- I will be prepared to participate in meetings by reviewing materials in advance.
- I will be well versed about the organization's mission, programs, track record, and goals.
- I will serve on at least one committee.
- I will support the organization by soliciting sponsorships and new corporate members.
- I will serve on behalf of my local chapter.
- I will protect the NAMC brand.
- I will strive to reach personal accord through personal negotiations and do my best to resolve disputes quickly, with integrity, and without personal attack, rancor or disparagement of the person or firm.
- I will act in the best interests of the organization, and excuse myself from discussions and votes where I have conflict of interest.
- I will stay informed regarding the activities of the organization. I will ask questions and request information. I will participate in and take responsibility for making decisions on issues, policies, and other board matters.
- I will work in good faith with other board members as partners towards achievement of our goals.
- I will work with our Major Corporate Group members, strategic alliances, and others to advance the mission and purpose of NAMC.

5.4. Nominations and Elections. Nominations of candidates and elections of Officers and Directors for the Governing Board to be filled each year shall be made in accordance with the NAMC-WA Nomination and Election Policy, which must comply with NAMC National bylaws and the current executed Chapter Affiliate Agreement.

All Directors shall be NAMC-WA members and shall be chosen by secret ballot at the annual meeting of members by a majority of the members voting either in-person, by proxy, by mail ballot, or e-mail ballot.

Nominations of candidates for the Directorship to be filled each year shall be made in following manner:

1. The President shall appoint the nomination committee chairperson during the March Board Meeting. The nomination committee chair will solicit seven (7) volunteers to assist with the nomination and election process at the next scheduled regular meeting. Of the seven (7) committee members, no two (2) of whom shall be representatives of the same firm or entity, to nominate candidates for election as Directors and to coordinate the nomination procedure described herein.
2. Once the nomination committee is established, the committee will notify the members and announce the date that the nomination process will open. The nomination process should open by September of the current year.
3. Nominations Committee shall provide written procedures for the nominations and elections process to the members at least thirty (30) days prior to elections. All interested candidates shall provide a written Statement of Interest or declaration.
4. Upon announcement to the members, each nominee for Board of Director must present a declaration. The declaration must be on the firm or entity's letterhead signed by the owner, President and Secretary, or entity head.
5. Nominees will be encouraged to attend the October Board meeting.
6. Nominees will be required to attend the October general meeting to campaign and complete their petition by obtaining signatures in support of their nomination. The petition shall contain a minimum of thirty (30) percent of the general members in good standing, not to exceed ten (10) general member signatures; but no more than two (2) signatures shall be from the same firm.
7. The nominee must have attended at least one NAMC-WA general membership event or meeting prior to the elections in December at the general membership annual meeting.
8. To be elected to the Governing Board, (a) if there is a slate of fewer nominees than vacancies, each nominee will be elected by acclamation; (b) if there is a slate of more nominees than vacancies, the top nominees receiving the most popular votes, while complying with the seventy (70) percent Board composition requirement, will be elected to the Governing Board until all vacancies are filled.

No later than thirty (30) days prior to the December general membership annual meeting, the nominating committee shall submit the list of nominees to the Secretary who shall prepare mail ballots and proxy forms and shall assemble appropriate biographical information regarding the candidates, which shall include any short position statement requested to be included by any candidate. Ballots, proxy forms, and the information so gathered shall be submitted to the members along with the notice of meeting.

All newly elected Directors are subject to a probation period of one year. In the election of Directors, each member in good standing shall have one (1) vote for each candidate.

Election results shall be reported in writing by the President and Secretary to NAMC National within two (2) weeks including contact information and member profile information.

5.5. Term. The term of office of each Director shall be two (2) years, and Directors shall be elected each year by the General Membership. Each Director shall serve staggered terms to maintain consistency and continuity of succession.

No Director will be eligible to serve more than three (3) consecutive terms, except any lifetime member may be eligible to serve on the board in an Emeritus capacity with the approval of the Governing Board.

A member who has completed three (3) consecutive terms may be a candidate again after a two (2) year period.

Each Officer shall be elected annually by the Governing Board after the election of Directors for that year. Each Officer shall serve a period of two (2) years to promote continuity.