

# NAMC-WA NOMINATION AND ELECTION POLICY

**The Nomination and Election Process.** Nominations of candidates and elections of Officers/Directors for the Governing Board to be filled each year shall be made in the following manner:

**February** - The President shall appoint a Committee (“the Committee”) Chair. The Committee Chair shall solicit additional volunteer members to assist with the Committee work for the year.

**September** - The Committee Chair may solicit additional volunteers to assist with the nomination and election process.

**November** - The Committee shall publish a call for nominations, no later than the November General Membership Meeting.

Any member in good standing may nominate a candidate to the Nominating Committee.

Each nominee must be the designated representative of a member in good standing and must present a personal statement and the required letters of recommendation to the Legal, By-laws & Nominations Committee in accordance with the Bylaws explaining why he/she desires to serve on the Governing Board and his/her qualifications. All nominations with documents must be received no later than the fourth (4<sup>th</sup>) Wednesday of November.

The Legal, By-laws & Nominations Committee shall examine the qualifications of the nominees to verify they are qualified to serve. Officers/Directors seeking re-election shall be excused from examining qualifications of the nominees and preparing ballots and proxy forms as well as the personal statements of the candidates.

**December** - The Nominating Committee shall submit the list of candidates and their personal statements to the Secretary, or designee, who shall compile the information and make it available to the membership at the December General Membership Meeting. The Secretary, or designee, shall also prepare ballots and proxy forms with the slate of candidates as well as the personal statements of these candidates. The candidates will be provided opportunities to address the membership.

**January** – Elections shall be held in the January General Membership Meeting. Newly elected Officers/Directors shall be sworn in at the January meeting. If there are multiple candidates seeking Officer vacancies, newly elected Directors shall be sworn in at the January meeting and immediately after the General Membership Meeting, elections shall be held for new Officers at the Governing Board Meeting.

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