

# NCNW Stafford Fredericksburg Section

Nomination and Election Committee  
Informational Brief

**March 21, 2026**



# BLUF – Nomination Committee Objectives

- Provide Nomination and Election process and procedure education for Section Members.
- Hold Nominations and Elections for the Sections Election year.
- Provide current National requirements for holding an elected position within the NCNW organization.

# Nomination and Election Committee Members

# Nomination Committee Membership

Nomination Committee Members (*Chairwomen – Gwendolyn G. Felder*)

1. Member Demetress Dawson
2. Member Pechola Taylor
3. Member Deborha F. Johnson
4. Member Angela Smith-Mackey

**If a Member desires to run for a Nominated Position, and are an executive board member, the member must relinquish their Officer Position before Nomination and Voting commences.**

# Election Committee Membership

## Election Committee Members (*Chairwomen Lilly Walker*)

1. Member Elaine Chandler [Ms.queene@hotmail.com](mailto:Ms.queene@hotmail.com)
2. [Member Tanya Peterson tdbpete@gmail.com](mailto:tdbpete@gmail.com)
3. [Member Benita Sanders dianesanders52@hotmail.com](mailto:dianesanders52@hotmail.com)
4. [Member Lilly Walker Itsbeenreal32@yahoo.com](mailto:Itsbeenreal32@yahoo.com)

**If a Member desires to run for an Election Position, and are an executive board member, the member must relinquish their Officer Position before Nomination and Voting commences.**

# POINT of Information

Nomination and Election Committee members must not be candidates for any office during the election cycle.

If a member wishes to run, they must resign from the committee before nominations open.

# Duties of Elected Officers

Elected officers shall adhere to:

- All duties prescribed by the NCNW National and Local bylaws and the parliamentary authority adopted by the National organization.
- Duties which are aligned with Roberts Rules of Order *(most current edition)*

# Nominees Rules of Engagement

- No name shall be placed in nomination without the nominee's consent.
- A section member who has been active for one (1) year, and
- Attended at least seven (7) meetings, is eligible to run for office.
- A section member Must actively attend meetings for a minimum of two (2) years before she is eligible to run for President or Vice President.

# Nomination Procedure

The Nomination committee shall present a slate of nominees to the membership in April.

Nominations from the floor must occur at the April regular meeting, before the election at the annual meeting in May.

**Note: Section Meeting April 17 – In Person Meeting**

# Elected Open Position with Associated Responsibilities

# Section President

- Be responsible for NCNW-SFS organizational governance, policy and strategic direction.
- Develop strategic goals and direction.
- Ensure organizational accountability to its mission.
- Focus on the organizational health and welfare, and fundraising involvement.
- Serve as spokesperson for the NCNW-SFS organization.
- Appoint NCNW-SFS Historian, Parliamentarian, and Chaplain.
- Appoint the chairs and members of all standing and special committees, **except the Nominating and Election Committees.**
- Serve as an ex-officio member of all committees **except the Audit, Nominating, Elections, and any disciplinary committee.**

# Section Vice-Presidents

1. Serve as members of the Executive Board / Committee.
2. Perform duties as directed by the local organization, the Executive Board / Committee may designate.

The Chair of the Executive Board / Committees is the Section President or appointed authority

# FIRST VICE PRESIDENT:

1. Preside over meetings in the absence or at the request of the President.
2. Be responsible for the programs of the Section and programs initiated by the National Headquarters and determined to be necessary in the community.
3. Assist the President, when necessary, as liaison between National Headquarters and the Section.
4. Serve as one of the authorized officers to sign checks in the absence of the President, upon approval of the body.
5. Serve as Chairperson of the Program Committee.
6. Present a report at monthly and annual meetings.
7. Be bonded.

# SECOND VICE PRESIDENT (Membership)

1. Oversee membership recruitment, retention, and reclamation activities.
2. Notify the NCNW Membership Department of changes of address, transfers, or deaths of members.
3. Ensure National membership dues are forwarded to National within thirty (30) days of receiving membership dues.
4. Serve as Chairperson of the Membership Committee.
5. Present a report at monthly and annual meetings.
6. Maintain Membership Roster:
  1. Notify all members of Annual and (if applicable) Section dues dates by email, telephone, and a follow-up letter.
  2. Remove delinquent members from the Membership Roster.
  3. Conduct an annual membership drive.
  4. Conduct new member orientation every quarter, at a minimum.
7. Be bonded.

## THIRD VICE PRESIDENT:

*Elected Member must be between twenty-five (25) and thirty-nine (39) years of age.*

1. Encourage, recruit, and focus on the participation of young women, who must be thirty-nine (39) years of age and under to join the Section.
2. Present a report at monthly and annual meetings on recruitment activities for younger women.

# Recording Secretary Duties

- Responsible for written record of the proceedings of the NCNW-SFS regular and special meetings of the Executive Board / Committee.
- Within fourteen (14) days after the Executive Board Committee meeting, send a copy of the minutes to the Section President, Executive Board and Parliamentarian.
- Within thirty (30) days after the NCNW Section Meetings, send a copy of the minutes to the Minutes to membership.
- Serve as a member of the Executive Board / Committee.
- Perform other duties as directed by the organization, the Chair of the Executive Board / Committee may designate.

# Assistant Recording Secretary

1. Assist Recording Secretary and assume responsibility for the Recording Secretary in her absence.
2. Serve as a member of the Executive Board / Committee.
3. Perform other duties as directed by the organization, the Section President and Executive Board / Committee may designate.

# Treasurer / Financial Secretary

1. Produce all records of money received and expended upon written or oral request of the Chair of the, Executive Board / Committee, and or members at the National Convention.
2. Prepare and present a monthly report of income and disbursements to the Executive Board / Committee.
3. Work with NCNW Headquarters to submit all records and receipts of disbursement together with corresponding warrants to the independent auditor immediately after close of business on September 30 of each year.
4. Serve as a member of the Executive Board / Committee.
5. Perform other duties as directed by the Section President Executive Board / Committee may designate.

**Reference the Treasurer Section Standard Operating Procedure (SOP) Document**

# Assistant Treasurer

- Assume responsibilities of the Treasurer in her absence.
- Serve as a member of the Executive Board / Committee.
- Perform other duties as directed by the organization, the Section President or the Executive Board / Committee may designate.

**Reference the Treasurer Section Standard Operating Procedure (SOP) Document**



# Appointed Officers Information



# Overarching Requirements & Duties of Appointed Officers

Appointed officers must contact the Section President to let her know if they are not able to attend a meeting. If three (3) or more consecutive meetings are missed, the Executive Committee will vote to determine their future as an officer.

Appointed Officers shall perform the duties prescribed by Section bylaws, the NCNW Handbook for Community-Based and Collegiate Sections, National Affiliates and State Organizations, other NCNW policies and procedures, the parliamentary authority adopted by NCNW, and as ordered by the President or Section.

# Roles and Duties of Appointed Officers

*Appointed Officers shall perform the duties prescribed by the Section bylaws and the parliamentary authority adopted by the National Organization.*

- **The Historian Shall:**

1. Update the history of the NCNW-SFS by compiling a record of NCNW-SFS's events and activities, supplemented by copies of printed material published by NCNW during her term of office.
2. Collect still and moving pictures and recordings of NCNW-SFS's work and accomplishments and its participation in activities related to its interest.
3. Be responsible for preserving this material.
4. Serve as a member of the Executive Board / Committee.
5. Perform other duties as directed by the organization, the Section President or the Executive Board Committee may designate.

# Parliamentarian & Chaplin Appointed Position

## ***Parliamentarian Shall:***

1. Advise Section President of the Executive Board Committee and other officers, committees, Section members on matters of parliamentary procedure and the interpretation of the National Council of Negro Women Incorporated Bylaws and other governing documents.
2. Serve as a non-voting member on the Executive Board Committee.

## ***The Chaplain shall:***

1. Draw upon spiritual resources to enhance creative relationships and meaning in the work of NCNW-SFS.
2. Arrange meditations and devotional activities for meetings.
3. Recite or lead meditation, invocation, and inspirational expressions for NCNW-SFS.
4. Provide meditation or benediction for public meetings or programs.
5. Serve as a member of the Executive Board Committee.
6. Perform other duties as directed by the organization, the Section President Executive Board Committee may designate.

# Nominating and Elections Committee (National Bylaws, Article VII)

- **NCNW-SFS Nominating Committee:** The Nominating Committee shall consist of three to five members - an elected chair and five(5) members elected by the membership body.
- **Term of Office:** Members of the Nominating Committees shall serve a two (2) year term and until successors are elected. A Collegiate section and Youth Group Nominating Committee shall serve a one (1) year term or until successors are elected.
- Members shall not serve more than two (2) consecutive terms.
- **Eligibility Requirements:** To be eligible to serve on the Nominating Committee, a candidate must be a member of NCNW-SFS, must be in good financial standing twelve (12) months before nomination, and shall not be a candidate for an elected office or position. *A member of the Committee seeking a second term is not required to resign from the Committee.*

# Nominating Committee Duties

- Submit a slate with at least one (1) name for each office or position.
- Advise candidates of the duties and responsibilities of the elected offices and positions.
- Present a slate of candidates at a designated NCNW-SFS business session. Receive and verify all additional nominations made from the floor.
- Circulate a Call for Nominations to the membership ninety (90) days before the election.
- Certify all candidates for each office or position.
- Report nominees to the NCNW-SFS membership fifteen (15) days before the Election and Voting for Officer positions.
- **Consent.** The Committee must obtain written consent from the nominee to be nominated. Nominations from the floor may consent verbally during the election cycle.

# Elections Committee

- The Committee shall consist of no more than seven (7) members elected by the NCNW-SFS membership body to serve for the ensuing election.
- The Committee shall choose its Chair from among the members elected within thirty (30) days following the adjournment of the NCNW-SFS previous meeting.
- **Term of Office:** Members of the NCNW-SFS Elections Committee shall serve a two (2) year term and until successors are elected. Members shall not serve more than two (2) consecutive terms.
- **Eligibility Requirements:** To be eligible to serve on the NCNW-SFS Elections Committee, a candidate must be an NCNW-SFS member and be in good financial standing twelve (12) months before nomination. *No candidate for a national elected office, Member-at-Large, Elections, or Nominating Committee may serve on the Elections Committee.*

A member of the NCNW-SFS Elections Committee seeking a second term is required to resign from the Committee.

# Election Committee Duties and Voting

- **Duties:** The Elections Committee shall prepare the ballots, set the time, place, and requirements for voting, supervise elections, count the votes, and report the results to the NCNW-SFS Body.
- **Voting:** Voting shall be by ballot (*paper or electronic devices*) and conducted according to the rules adopted by the National Convention. A majority of the membership body shall elect.
  - If there are no more than the required number of nominees for any elected office or position, the Presiding Officer can declare the candidates elected by acclamation (*unanimous consent*).
  - If there are more than two (2) candidates and the office remains unfilled after the first ballot, the two (2) candidates who receive the highest number of votes will remain eligible for election. All other candidates are dropped and ineligible for election.

# Officer Transition

In cooperation with the outgoing Executive Committee, the outgoing President and Committee Chairs shall hold a transition meeting with the newly elected and appointed officers, Members-at-Large, and the elected and appointed committee chairpersons within **thirty (30) days** following the election.

**It is a NCNW-SFS requirement that the transition of power and information be documented in the incoming months meeting minutes and acknowledge by the incoming Committee Chairs**