



# NAGC BOARD POLICY

Policy Manual – 4.1

Last Modified: 11/05/08

<b>POLICY TITLE:</b>	Election Committee	
<b>RESPONSIBILITY OF:</b>		<b>APPROVED ON: 03/24/07</b>
<b>PREPARED BY:</b>	Moon, Olenchak, Elections Cmte., Siegle, VanTassel-Baska, Green	<b>NEXT REVIEW: 00/00/00</b>
<b>POLICY AREA:</b>	Article V, Section 5.4; Article VIII, Section 8.3 and 8.3.3	

## I. STATEMENT OF PURPOSE

This policy and procedure describes the purpose, composition, and functioning of the NAGC Elections Committee.

## II. POLICY STATEMENT

**Charge.** The Elections Committee is a Committee of the NAGC Board of Directors. The Regulations state: *With input from appropriate stakeholders and organization committees, the Elections Committee recommends a slate of potential new Board members for election by the members (Regulations 8.3.3).* Included among “New Board members” are candidates for elected officers of the organization. The Elections Committee is responsible for establishing the eligibility criteria for each elected office, with approval of the Board, based on approved NAGC Regulation article 10, and for ensuring that the elections are held in a timely and equitable fashion. The Leadership Development Committee is responsible for advertising open positions and recruiting eligible, well-qualified persons to seek office (see Policy 8.2.1).

1. **Chair.** The Regulations state: *The Past-President will serve a two-year term as an ex-officio member of the Board, and chair the Elections Committee (Regulations 5.4).* Hence, the Past-President serves as Chair of the Elections Committee. S/he does not have voting privileges on the Elections Committee (Regulations 8.3.3.).
2. **Membership.** The Regulations state: *The Elections Committee will consist of the Past President, as chair (without voting privileges), and at least three voting members of the Board (Regulations 8.3.3.).* The members of the Elections Committee will be recommended by the President and must be approved by a majority of Board members.

3. Election Procedures. The Regulations state: *The approved ballot shall be sent to all eligible voting members of the association. The voting period shall be open for at least four weeks and voting conducted electronically. Elections shall be held annually and terms of office shall commence on the first day of September following the election. (Regulations 10.3, 10.1)*

Call for Nominations. To ensure that the slate for election of Board members represents diverse stakeholders, agreed-upon representation, and new leaders, the Leadership Development Committee will begin active recruitment efforts no less than six months in advance of the annual election, which must begin by June 15. An open call for nominations, including self-nominations, will be included in all appropriate delivery vehicles, such as the NAGC Web site and official NAGC publications.

Clear eligibility criteria and application procedures, established by the Elections Committee, and reviewed periodically, will be accessible to members via the NAGC Website no later than the first week of December of any given year.

Over the next six weeks, the Leadership Development Committee and national office will promote the opportunity to nominate candidates to submit an application. Members of the Leadership Development Committee will proactively recruit applicants from a wide variety of stakeholder groups during this time as part of their official charge. Nomination materials may be submitted to the national office via regular mail or electronic mail as indicated in the application procedures.

The nominations process will close by late March/early April with a specific application deadline as promoted from the outset. The National office will make every effort to contact candidates who have applied prior to this deadline to ensure complete materials have been received.

Creating the Slate. Over two weeks, the applications will be verified and processed by the national office. Photocopies or emails of fully complete applications, nomination materials checklist, and candidate approval sheet will then be sent to Elections Committee no later than the first week of May.

During the last week of April/first two weeks of May, the Elections Committee begins evaluation of qualified applicants based on specific criteria established in advance, expertise appropriate to the strategic emphases of the organization, and the consideration of cultivating new leadership for NAGC. Committee members indicate their approval of candidates for the slate on a fax-back evaluation sheet which is returned to the national office by mid-May. The Elections Committee is required to present at least two nominees for each position to ensure contested elections.

Presentation of the Slate. After reviewing the results of the evaluation forms, the Elections Committee will compile and present the proposed slate of candidates to the Board of Directors. Every good faith effort will be made to ensure contested elections. In the event that a position has attracted only a single candidate by the deadline, all individuals who are eligible to run for the position will be contacted in a final effort to ensure that the position is contested.

The national office creates an electronic ballot in coordination with an on-line elections vendor. If the slate is not prepared by the Spring Board meeting, an electronic vote by the Board in absentia is also an acceptable method for approving the slate.

Voting. No later than the second week of June, eligible NAGC members are alerted via email that the e-ballot is accessible and voting is open. The electronic ballot is “live” and accessible for no less than four weeks.

The national office will send via email at least two reminders via email to members to vote over the course of four weeks.

Voting concludes at midnight no less than four weeks after it opens. Results of the election will be tallied by the online elections vendor and the results reported to national office staff. By late-July, all candidates will be notified of the election results in writing. Announcements of newly elected board members will be made no later than the first week of August. All terms begin on September 1.



# NAGC BOARD POLICY

Policy Manual – 4.2

Last Modified: 2/22/07

<b>POLICY TITLE:</b>	<b>4.2 Leadership Development Committee</b>	
<b>RESPONSIBILITY OF:</b>		<b>APPROVED ON: 09/15/07</b>
<b>PREPARED BY:</b>	<b>Sidney Moon &amp; Rick Olenchak</b>	<b>NEXT REVIEW: 00/00/00</b>
<b>POLICY AREA:</b>	<b>Article VIII, Sections 8.1 and 8.4</b>	

## I. STATEMENT OF PURPOSE

These policies and procedures describe the purpose, composition, and functioning of the Leadership Development Committee.

## II. POLICY STATEMENT

1. Charge: The NAGC Leadership Development Committee is an organizational committee that is charged with identifying, recruiting, and developing leaders for all aspects of the organization. The Committee is advisory to the President, the Elections Committee, and the Board of Directors. The Leadership Development Committee actively recruits persons to run for the elected offices of the organization and recommends persons to the President for service on organizational committees and task forces. In addition, the Committee sponsors leadership development activities to ensure a diverse and well-qualified leadership pool for the organization. The Leadership Development Committee works closely with the Elections Committee (see Policy 4.1).
2. Chair. The Chair of the Leadership Development Committee is appointed by the NAGC President with the approval of the Board of Directors. The Chair serves a two-year term parallel to that of the President.
3. Membership. The Leadership Development Committee will have at least six additional members--two members from division leadership, two from affiliate groups or state directors, and two appointed by the President. All recommendations must be approved by the Board of Directors.