

NACOLE 2024 ELECTION COMMITTEE & ELECTION PROCEDURES

ROLE OF THE COMMITTEE

The Election Committee shall be appointed for a term of one (1) year by the President no less than six months prior to the Annual Meeting. The Election Committee shall be solely responsible for conducting the election of two (2) member-at-large positions to the Board of Directors and shall establish procedures in addition to those included herein, subject to approval of the Board of Directors to regulate and guide the nomination and balloting processes.¹ Interpretation and application of Board approved procedures that arise during the 2024 Annual Meeting shall be decided by a unanimous vote of the Election Committee. The decision of the Election Committee shall be final. Absent a unanimous vote, the decision of the President shall be final.

In the event any member of the Election Committee files a declaration of candidacy for election, that member shall not be eligible to participate in Election Committee activities or decision making related to the election or the election process.

The Election Committee has established the Election Procedures below, which have been approved by the Board of Directors for the 2024 Election during which two (2) member-at-large positions on the Board of Directors will be filled.

PROCEDURES

The 2024 Elections shall be conducted using a secure election software, that ensures the integrity of the election process. The software used shall be recommended by the Election Committee and approved by the Board of Directors.

Announcements

The Election Committee shall prepare election information for posting on the NACOLE website and distribution to all members in good standing. The information shall include but not be limited to:

- Election Notification Letter
- Declaration of Intent to Seek Office Form
- Other related election information and materials
- Instructions for electronic voting process
- Proxy vote authorization process
- Conflict of interest form

The Election Committee will post the following on the NACOLE web site:

- Declaration of Intent to Seek Office Form
- The procedure for filing the Declaration of Intent to Seek Office
- Candidate Questionnaire Form
- Board Statement of Commitment

¹ NACOLE Bylaws (2018) Article VII, Section B, Subsections 1 and 2.

- The names and bios of the declared candidates
- A sample ballot

Progress Reports

The Chair of the Election Committee shall file progress reports on the election and candidates for office sixty (60) and thirty (30) days prior to the election and, in addition, as may otherwise be requested by the Board.

Eligibility

Article V and Article VI of the NACOLE Bylaws provide that candidates for office shall have been association members in good standing for one (1) year and have attended at least one (1) of the two previous in-person annual conferences. Dues must be current. Any organizational member who seeks election to office must hold his/her organization's voting membership.

Declarations for Election to Office

Declarations of Candidacy for Election shall be received by the Election Committee by September 17, 2024, which is no later than thirty (30) days prior to the Annual Meeting on October 16, 2024. Board applications must include the following:

- a. Declaration of candidacy,
- b. Completed candidate questionnaire,
- c. Completed board commitment statement,
- d. Candidate's bio and headshot

Declarations and all other required documents shall be sent via e-mail to the committee member at the address specified in election announcements. The ballot shall be final 30 days prior to Annual Meeting.

Proxy Vote Procedure

A member in good standing who is unable to attend the Annual Meeting may submit a Proxy Vote Authorization form certifying that the voting member is unable to cast their vote on October 16, 2024 naming an eligible designated voter. The form shall be received electronically by the designated Election Committee member by October 9, 2024, which is no later than seven days prior to the Annual Meeting. **Proxies will not be accepted under any circumstances after October 9, 2024.**

Election Procedure

Voting Members seeking election to the Board shall file a formal declaration in accordance with the procedure set forth in the Declarations for Election to Office procedures above.

Candidates will have the opportunity to make a three-minute presentation to the membership at the Annual Meeting. The electronic software shall allow for write-in candidates and for nominations from the floor. Candidates nominated from the floor shall also be allowed to make a three-minute presentation to the membership. In cases where a candidate is unable to be present at

the meeting, a designated representative may make the presentation to the membership, or a pre-recorded video or audio speech submitted 48 hours prior to the annual meeting may be substituted.

Voting members are not required to attend the Annual Meeting to vote. Electronic voting shall commence at 12:00 p.m. MST (but no sooner than 30 minutes following the conclusion of the annual membership meeting) and shall close at 6:00 p.m. MST on October 16, 2024.

In the event of a tie vote, the tie shall be broken by a flip of the coin.