

NACOLE 2025 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 the President, Vice President, and three (3) 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 2025 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 2025 Election during which the President, Vice President and three (3) member-at-large positions on the Board of Directors will be filled.

PROCEDURES

The 2025 Elections shall be conducted using a secure, online 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 distribution to all members upon payment of dues. 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~~

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

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

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 two (2) of the four (4) previous 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 via email to info@nacole.org by September 29, 2025, which is no later than thirty (30) days prior to the Annual Meeting on October 29, 2025. Declarations 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.

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 are expected to participate in both a virtual, moderated forum prior to the conference and an in-person forum to be held onsite during the annual conference. Candidates will have the opportunity to speak during this forum and the election committee will determine the time each person will have to speak prior to the event. Dates and times for these events will be made available following the deadline to submit declarations for candidacy. In addition, candidates will have the opportunity to make a three-minute presentation to the membership at the Annual Meeting. 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 noon CST and shall close at 5:00 p.m. CST on October 29, 2025. In the event of a tie vote, the tie shall be broken by a flip of the coin.