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# The NCDA Nominations and Elections Committee will follow Article V of the NCDA Bylaws to identify the best candidates for NCDA’s elections. Once the slate is approved by the NCDA Board of Directors, those candidates will be included in the Annual Membership Meeting Report.

# Those seeking nomination from the floor, most make those intentions known before the start of the meeting. Those applications are due to Seth Hayden [haydensc@wfu.edu](mailto:haydensc@wfu.edu), Chair of the Committee, by Friday, June 24, 2022, to be reviewed in advance of the Annual Membership Meeting. The application must include all documents outlined in the Nominations Application. (link to 2022 Nominations Application) See additional requires below under A (3) and the bio must follow the approved for format. (link to Bio Example)

# ARTICLE V

## *NOMINATIONS AND ELECTIONS*

Section 1. Overview. The following procedures shall be followed by the Nominations and Elections Committee. The Nominations and Elections Committee shall consist of five members: the three most recent Past-Presidents and two members elected at the Annual Meeting. The immediate Past-President shall serve as Chairperson. If any Past-President is unable to serve, the vacancy may be appointed by the Board. The Committee shall be responsible for carrying out the nominations and elections procedures in accord with these Bylaws.

A. Nominations. Members may be nominated for office in one of three ways:

(1) The Committee on Nominations and Elections shall canvass members of the Board and State Division Presidents for names of suitable nominees.

(2) A member may be nominated for any elective office by any member of good standing. The nomination shall be in writing to the Chairperson of the Nominations and Elections Committee.

(3) A member may be nominated for any elective office by any member of the Association in good standing during its Annual Meeting. An individual nominated at the Annual Meeting must be prepared to have a written bio available at the time of nominations. All nominations submitted in this manner must be received by the Chairperson of the Nominations and Elections Committee prior to the official opening date of the NCDA Annual Conference. A list of the names of all persons nominated for all elective offices in this manner shall be distributed by the Nominations and Elections Committee to all members in attendance at the Annual Meeting.

B. Special Requirements

(1) Any member nominated for Treasurer must meet the following qualifications in addition to being able to devote at least five hours each week to the financial affairs of the organization:

1. (a) Have managed an annual budget of at least $100,000 in another organization.

(b) Be willing and able to attend the workshop on fiscal management provided by ACA at its annual conference.

(2) Nominations for the ACA Governing Council Representative will be nominated a full year prior to vacancy. ACA Governing Council Representative candidates should have served as President and Past President before assuming the ACA Governing Council Representative position. If a past president cannot be identified, the Nominations and Elections Committee may select past board members who have experience working with ACA. The ACA Governing Representative must hold Professional Membership.

C. Procedures

(1) A call for nominations shall be published in an official publication of NCDA at least 90 days prior to the official opening date of the NCDA Annual Conference.

(2) All nominations submitted to the Nominations and Elections Committee prior to the Annual Meeting shall be in accordance with guidelines outlined in the Policy and Procedures manual.

(3) Prior to the close of the Annual Meeting, the members in attendance shall prepare the NCDA election ballot by conducting a preliminary vote and selecting from the lists of nominees the two names receiving the greatest number of votes for each office to be filled. These preliminary results shall be announced prior to the end of the Annual Conference.

D. Elections. NCDA will handle the election process annually. The Board may set an annual schedule and policies for the election process.