2021 Grant Professionals Association (GPA) Nominations Plan and Timeline
Updated by 2021 Governance Committee

The GPA is a professional association dedicated to strengthening the nonprofit sector through the enhancement of ethical and qualified grant professionals.

I. Mission Statement
The Grant Professionals Association’s mission is to empower grant professionals and those they serve through:

- Advocacy - Advocating for members, the grant profession, and those they service
- Community - Creating powerful communities and connections
- Professionalism - Foster excellence in professional practice.

II. Purpose of this Document
A professional, engaged, and active Board of Directors is critical to the long-term health and vitality of GPA. As part of the development (and renewal) of this Board, the organization engages in annual elections to select new members to fill any positions that are vacant (whether due to resignations, term expirations, or other reasons). This document has been prepared by the Governance Committee to express GPA's policies and procedures related to the election for new members of the Board of Directors, including a timeline for carrying out the 2021 nomination and election process.

III. Nominations Plan

A. Key Activities:

1. **Call for Nominations.** Will be transmitted to members of the Association via electronic mail, and posted on the GPA Website.

2. **Nominations Period.** Nominations will be accepted for **one month.** Must be submitted through the online form, must be received by the deadline and must be submitted by a member in good standing (which will be verified). **Note:** The GPA Board reserves the right, at its sole discretion, to extend the nominations period if it deems such an extension to be in the best interests of GPA (for instance, if after conferring with the Governance Committee, there have been insufficient nominations of qualified individuals (or candidates accepting the nomination) to seat a fully-contested election).

3. **Request for Criteria/Acceptance Questionnaire.** All individuals nominated to a position on the Board as of the closing date of nominations will be notified via e-mail and asked to complete a Nomination Acceptance Questionnaire, attach any necessary documents, and...
indicate acceptance of the nomination. The Nomination Acceptance Questionnaire and any attachments will be due back to the committee by a stated deadline. Incomplete or late documentation will result in disqualification of the nominee from the election.

4. Review/Qualification of Nominees. The GPA Governance Committee will review all material submitted. All nominees found to have submitted complete information and demonstrated they met the qualifications for service on the GPA Board or other body will be included in the final slate of candidates.

5. Notification of Candidates. The GPA Governance Committee will inform via e-mail all nominees of their status. Individuals who did not meet the qualifications or deadlines will be informed of the reasons for their exclusion. A full list of candidates and nominees will then be presented to the GPA Board.

6. Ballot. The ballot will be issued online through a third party voting platform chosen by staff from GPA Headquarters. In the event that a member is unable to access a ballot electronically, he/she may request a printed ballot, at no cost, from the Chief Executive Officer.

Prior to the election, the GPA Chief Executive Officer will certify the number of open positions and length of terms. Each GPA member in good standing may vote for the number of candidates that equals the number of open positions.

7. Online Voting. GPA will accept ballots through the third party voting platform. Members will be notified with the link to vote and may only vote one time.

8. Certification of Ballots. Immediately upon conclusion of the deadline for submitting ballots, the GPA Chief Executive Officer or other appointed GPA staff and the Governance Committee Chair or other appointed member(s) of the GPA Governance Committee will certify the ballots in the voting platform.

a. Review of the Ballots and Voter Eligibility. All ballots will be reviewed by the Governance Committee. Further, using the most current membership roster provided by the Chief Executive Officer; the committee will verify that each voting member is a member in good standing. In case of question, the final decision of the Chief Executive Officer (or in the Chief Executive Officer's absence, the Membership Director) as to a member's eligibility to vote will be final. Ballots may be deemed to be ineligible or unresponsive and will be excluded from the final tally for the following reasons:

i. Any ballot that does not contain sufficient information to determine the eligibility of the member to vote.

ii. The ballot is submitted by someone who is determined not to be a member of GPA in good standing.
iii. More than one ballot is submitted by a single voter and it is not possible to
determine which was the final ballot submitted.

iv. The ballot includes votes for more than the number of open positions.

b. Counting Votes. Immediately upon conclusion of the deadline for submitting ballots,
GPA Chief Executive Officer or other appointed GPA staff and the Governance
Committee Chair or other appointed member(s) of the GPA Governance Committee
will certify the vote tally in the voting platform.

c. Filling Positions. The Call for Nominations will state the positions open and the
effective dates for those terms. These positions will be listed in order that they will be
filled by the candidate with the corresponding level of votes. For instance, the first
position listed will be filled by the first candidate receiving the highest level of
qualified votes. The next position will be filled by the candidate receiving the next
highest level of qualified votes, and so forth until all vacant positions are filled.

i. In the case of a situation where board terms would overlap, the vacant
position will remain vacant for the completion of the fiscal year unless the
vacancy is filled by the Executive Committee of the GPA Board of Directors
as prescribed in the GPA Bylaws.

ii. In the event that there is a discrepancy between the above vacant positions
and the vacancies at the time of the election, the committee reserves the right
to modify this election schedule.

9. Announcement of Results. The results of the election will remain confidential until they are
announced to the full membership via GPA’s electronic mail platform in the weekly
newsletter on October 19, 2021. The candidates will be informed, confidentially in writing,
the results of their candidacy prior to the public announcement. Additional announcements
of election results and installation of the elected candidates will take place during the annual
meeting of the association at the annual conference.

10. Destruction of Ballots. Ballots will be held until a stated date, if no challenges or objections
are submitted (see Section IV (F)) then all ballots will be destroyed. During this period, the
ballots will be held within the third party voting platform and will be deleted by HQ Staff at
the designated time.

B. Nominating Committee Calendar

June 15, 2021 Call for Nominations issued to members.

June 15, 2021 to July 16, 2021 Nominations accepted.

July 23, 2021 Nominees will be notified and asked to complete a Nomination Acceptance
Questionnaire, attach any necessary documents, and indicate acceptance of the nomination.
August 6, 2021 at 5:00 p.m. (CDT) Deadline for submitting the Nomination Acceptance Questionnaire. (Incomplete documentation as of this time will result in disqualification).

August 9, 2021 to August 13, 2021 The Governance Committee will review information and determine which candidates have met the qualifications and will be included in the slate of candidates.

August 16, 2021 All nominees will be notified of their status.

August 16, 2021 A full list of candidates will be presented to the GPA Board for their information.

August 17, 2021 A full list of candidates will be presented to the GPA Membership.

August 24 & September 2, 2021 Meet the candidates webinars.

August 24, 2021 Voting opens via voting system, membership notified in email & on website.

October 15, 2021 Voting closes
  - Immediately following the close of the polling, certification of ballots by the Governance Committee and GPA Administrative Staff, to include:
    - Review of the Ballots and Voter Eligibility.
    - Counting of all Votes.

October 19, 2021 Announcement of election results will be made to the full membership via GPA's electronic mail platform in the weekly newsletter. Candidates will be informed, confidentially in writing, the results of their candidacy prior to the public announcement.

November 4, 2021 Announcement of election results and Oath of Office at the Annual Meeting.

November 8, 2021 Final date to submit written challenge of the election results. After November 8, 2021, if there are no outstanding challenges, the ballots will be permanently destroyed and no further challenge will be allowed.

C. Summary of Activities for Candidates

- Candidates are strongly encouraged to attend both Meet the Candidate webinars. The webinars are hosted on two different days at different times to give more members the opportunity to attend. The same outline will be used for both webinars. Each webinar will be recorded and available to the full membership to view during the voting process.

- Voting will open on August 24, 2021 and end on Friday, October 15, 2021 at 5:00 pm (CDT).

- Election results will be announced on Tuesday, October 19, 2021 to the full membership via GPA's electronic mail platform in the weekly newsletter.
Newly elected Directors will be installed at the Annual Meeting during the Annual Conference on **Thursday, November 3, 2021.**

Candidates **will not be reimbursed** for their travel to participate in the Annual Conference nor the meetings related to the election and their candidacy. Once officially seated on January 1, 2022 (after the start of their term), Board members are eligible for travel reimbursement as detailed in the GPA financial manual.

**IV. Additional Policies and Procedures Related to Nominations and Elections**

**A. Acceptance and Information**

Candidates must complete the Nomination Acceptance Questionnaire, attach any necessary documents, and indicate their acceptance of the nomination and willingness to meet the terms of Board membership. Nominees will review the Board Letters of Assurance. These documents should be **received no later than 5:00 p.m. (CDT) on August 6, 2021.** Candidates must submit a recent digital photo (preferably a color headshot in .jpg format) for inclusion on GPA’s web page and board election materials.

Any communications released regarding the board of director elections will be done by GPA Headquarters to ensure promotion of all candidates equally and to encourage voting from all active members.

*At the discretion of the Governance Committee, candidates deemed to be harassing members or distributing any inappropriate or unprofessional materials will be disqualified from the election. Candidates should not initiate self promotion on any of the GPA listservs or through e-mails to the membership or through any available social media channels (i.e. Facebook, Twitter, or LinkedIn).*

**B. Meet the Candidates Webinars**

There will be two webinars held that candidates are encouraged to attend. Each candidate will be given the opportunity for a brief speech (no more than two (2) minutes). After all candidates have spoken, there will be an opportunity for members to ask questions. Each webinar will be recorded and available to the full membership to view during the voting process.

**C. Open Positions**

The positions are detailed in the Call for Nominations. Where there is a conflict between the Call and the Board's term rotation schedule, the decision of the Board Secretary (or if this individual is a candidate, the Chief Executive Officer) will be final. By accepting a nomination, candidates indicate their understanding that they will be elected to serve either a new 3-year term or the remainder of a term that is being vacated mid-term, according to the established Nomination Plan for that year and outlined in the Call for Nominations.
D. Notification of Results

All candidates will be notified by the committee of the status of their nomination. Nominees who are deemed not to meet the minimum qualifications will not be included in the final slate of candidates nor the ballot submitted to members.

E. Announcement of Results.

The Chair of the Governance Committee, or other appointed official, will announce the individuals elected to the board at the time listed under Governance Committee Calendar (see Section III. B).

All candidates elected to the Board should be prepared to attend the Annual Meeting as new Board Members will be installed at this time. GPA will not reimburse candidates for any expenses they may incur to attend the Conference. However, once seated as a board member, travel will be reimbursed according to the GPA financial policies.

F. Challenge of Results

Any candidates wishing to question election results must submit their challenge, in writing, no later than November 8, 2021 to the GPA Chief Executive Officer at 10540 Marty St, Suite 240, Overland Park, KS 66212. The challenge will be reviewed and acted upon by GPA’s Board of Directors (consisting of all members who are not candidates in this election and chaired by the GPA President or his/her designee). Their decision is final. After November 8, 2021, if there are no outstanding challenges, the ballots will be permanently destroyed and no further challenge will be allowed.

G. Assurances and Candidate/Nominee Behavior

All candidates and Board members are expected to uphold and adhere to a set of policies and procedures, which are provided in a document that is developed and updated by the Board and called the “Board Assurances”. At a minimum, this document includes requirements and prohibitions related to:

- Non-Discrimination in Board Actions
- Equal Opportunity Policy
- Confidentiality
- Conflict of Interest
- Ethical Conduct
- Fiduciary and Legal Responsibility
- Time Commitment and Responsiveness to the Organization, Fellow Directors and the Membership
- The Responsibilities of GPA

All candidates are urged to review the Board Assurances document and comply with it from the time of their acceptance of the nomination. Any candidate, who violates any aspect of this code
of behavior, as determined by the Governance Committee, will be excluded from further participation as a candidate in the election and will be ineligible to hold a position on the GPA Board for a period of one year from the date of offense.

H. Governance

Participation in GPA and the Board of Directors, including involvement in this election (whether as a voter or candidate) is governed by several additional documents, including: the GPA Articles of Incorporation and bylaws. Where a conflict exists between this plan and the legal articles and bylaws, those documents will take precedence.