AWWA NJ
GUIDELINES FOR ELECTION OF TRUSTEES
Revised: August 19, 2014 by the Strategic Planning Committee

This document has been developed to supplement Article 8 – Elections in the New Jersey Section of the American Water Works Association Bylaws as approved by the AWWA Board of Directors on June 2014.

Guidelines for election of Trustees are presented concerning the:

1. Board of Trustees’ (Board) Member Qualifications
2. Board Make-Up
3. Board Nominee Selection

Board of Trustees’ (Board) Member Qualifications

The following criteria should be used as a guideline by the Trustee Nominating Committee for nominating candidates to the Board. Although each nominee is not required to meet all the criteria, these general criteria shall be considered when securing nominations:

1. The nominee shall have demonstrated an active interest in the Section through participation in Section committees and functions.

2. The nominee shall have successfully chaired at least one Section committee, thereby demonstrating his/her ability to provide leadership in the organization and to meet established goals and objectives.

3. The nominee shall have demonstrated leadership capabilities in other water industry associations or organizations (such as the North Jersey Water Conference, the South Jersey Water Professionals Association, National AWWA, Water Research Foundation, Water for People, Engineers without Borders, American Society of Civil Engineers, WEF and WEA, etc.) or in the water supply field.

All nominees must be active AWWA NJ Section members in good standing.

Board Make-Up

It should be noted by the Trustee Nominating Committee that the AWWA NJ Section is an organization that has a strong utility base and therefore the Board should seek to maximize representation from multiple utilities on the Board. Board members shall be selected from a list of active and eligible members of the Section, recognizing their individual strengths and diversity, and from the following membership classifications: Individuals, Utilities, Service Providers and Partner Agencies & Institutions.
The Trustee Nominating Committee shall take into consideration the mix of categories of water industry professionals on the existing Board when selecting a nominee for Trustee, and also shall make the selection consistent with the goals and objectives of the Section as outlined in the Section’s Strategic Plan.

**Board Nominee Selection**

The Trustee Nominating Committee shall consist of five members as mandated by Article 8.1.1 of the Section By-Laws. These five members, proposed by the Past-Chair, shall be appointed by the current Chair of the Section and shall be approved by the Board. The Trustee Nominating Committee shall include two from the current Board and three members from the Section who are not members of the Board. The most recent Past-Chair of the Section shall serve as the Chair of the Trustee Nominating Committee and shall be considered one of the two current Board members on the Trustee Nominating Committee. All committee members must be in good standing.

The Committee is encouraged to obtain names of potential nominees by the following methods:

1. Members of the Trustee Nominating Committee identifying at least one potential candidate.
2. Solicit names via an article in the Section’s newsletter (i.e., Pipeline).
3. Solicit one nominee from the current Board of Trustees.
4. Solicit names from other applicable organizations or associations.
5. Review names from a list of past committee chairs, which should be maintained by the Section Manager.

The Trustee Nominating Committee should develop a list of potential candidates based on qualifications. After having developed the list, the Trustee Nominating Committee shall then review the existing make-up of the Board and seek to select new members to obtain a balance as much as possible. The Chair of the Trustee Nominating Committee shall coordinate with the Chair of the Officers Nominating Committee and the Chair of the Director Nominating Committee (when a new director is being nominated) to assure, to the extent practical, that only one individual from any given organization is being nominated for a Section Trustee, Officer or Director position.

The interest and ability of candidates to serve on the Board shall be validated by the Trustee Nominating Committee. This should be accomplished by obtaining a letter from potential candidates regarding their interest and the support from their employer. In addition, the candidates should be required to complete a questionnaire about their interest and ability to serve.
The selected nominee for Trustee shall be presented to the Board for validation. The Board shall test the nomination(s) for professional, personal and employment diversity of the potential future board. If the Board does not agree with the Trustee Nominating Committee, the Trustee Nominating Committee shall review their list of candidates and select another for validation by the Board. Once a candidate is validated by the Board, he/she will be contacted by the Chair of the Trustee Nominating Committee.