



NABE: The Association of Bar Professionals

2025-2026 Nomination Guidelines

To encourage the participation of interested, qualified members in the leadership of the National Association of Bar Executives – and to provide a fair, orderly process for selecting NABE leaders – the following guidelines shall be observed.

The Nominating Committee is chaired by the Immediate Past President and consists of seven members appointed by the President in accordance with Article VII, Section 1 of the NABE Bylaws.

1. On or before February 15, 2025, the Nominating Committee or a designee shall send a notification to all general members advising them of available Board of Directors positions for the upcoming year. The notification shall include: a description of the open positions and their responsibilities; eligibility requirements for each position; and an outline of the nomination process including instructions for filing the nomination application.
2. The deadline for filing electronic nomination applications is 11:59 p.m. (CST), March 1, 2025. There is no application form. Each application package should include a letter containing the name of the candidate and the office for which the individual seeks to be a candidate. The application may be a self-nomination or may be submitted by a regular NABE member on behalf of any eligible NABE member. The application package also should include a brief biographical sketch of no more than one page and a recent photo. Once completed, the application package and any additional candidate communication should be sent via email to Jessica Schaumburg (jschaumburg@jaffemanagement.com). If a nomination package is defective (i.e., missing any one of the three components or the biographical sketch exceeds the page count indicated), the applicant will be notified to correct and resubmit the application by March 8, 2025.
3. The Nominating Committee shall review all applications and interview applicants by March 15, 2025. Interviews will be held by teleconference with at least 4 members of the Nominating Committee participating in each applicant's interview.
4. On or before March 31, 2025, the Nominating Committee will report to the general membership of NABE the committee's slate of one nomination for each open director or officer position.
5. Concurrent with the reporting of its slate, the Nominating Committee also will alert members on or before March 31, 2025, of their right to make additional nominations by written petition. The announcement will include a petition form. In addition, a petition form will be available online by February 15, 2025.
6. Additional nominations for open positions can be made by written petition addressed to the Board of Directors or designee and signed by not less than twenty-five (25) regular members (who are verified as members in good standing by NABE staff). A petition form shall be made available to the membership concurrent with the Nominating Committee's notification to the membership of the open positions. Such petitions shall state the name of the candidate and the position for which the individual seeks to be a candidate and shall be delivered to the president or designee no later than 1:59 p.m., (CST), April 14, 2025, along with a biographical sketch of no more than one page and a recent photo. In



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the event that a petition is defective, NABE staff will notify the candidate, who will then have until April 21, 2025, to correct and resubmit the petition.

7. The president or designee shall notify the Nominating Committee and Elections Committee by April 17, 2025, of the receipt of any nominations by petition, including any pending defective petitions. In instances where nominations by petition are submitted, the chair of the Nominating Committee shall notify previously nominated individuals whether the position they seek will be contested and by whom. Candidates wishing to withdraw from the election must do so in writing to the Chair of the Nominating Committee. The Chair of the Nominating Committee shall immediately make known to the Chair of the Elections Committee if any previously nominated individual chooses to withdraw from the election.

8. Any individual on the Nominating Committee's slate who is not challenged for the position they have sought by 11:59 p.m. (CST) on April 17, 2025, shall be confirmed the designate for that position. If any of the positions on the Nominating Committee's slate are challenged, an election will be held. Confirmation of designates and/or an election announcement, to the degree that either or both are necessary, will be made, first to the candidates, then to the NABE membership no later than 11:59 p.m., (CST), April 19, 2025. In the event of an election, guidelines shall be distributed to all candidates and to the NABE membership with the election announcement.