

NADCO Election Procedures

Adopted August 15, 2016

Election Subcommittee

1. The Election Subcommittee is to be composed of seven (7) Active Members-in-Good-Standing appointed by the Chair. The Election Subcommittee shall consist of two (2) members of the Board of Directors not standing for election, four (4) employees of Active Members-in-Good-Standing of the Association from Federal Regions not scheduled for election and not represented on the Board, and the immediate past Chair. The Secretary shall be one of the members of the Election Subcommittee, unless he/she is standing for election.
2. The Chair shall appoint the Chair of the Election Subcommittee.
3. The Membership will be given notice of the appointments of the Election Subcommittee three (3) months prior to the Annual Meeting of the Membership, as set forth in Article IV, Section 2 of the NADCO Bylaws.
4. The Election Subcommittee will approve the timeline for each election year.

Eligibility Requirements for Directors

1. The individual must be an employee of a CDC that is an active member in good standing of NADCO, as defined in Article I, Section 5 of the NADCO Bylaws.
2. There can only be one Board representative from any one active member in good standing, as defined in Article II, Section 2 of the NADCO Bylaws.
3. The individual must not have exceeded the term limits for Directors as set forth in Article II, Section 3 of the NADCO Bylaws.
4. To be a Regional Director, the individual must be an employee of a CDC located in that particular federal region.

Nomination Process

1. On the date designated in the election timeline, NADCO will distribute the *call for nominations* via email. The call for nominations will be distributed to the main contact for each CDC. This call for nominations is to include the election procedures, election timeline, requirements for nominations and the deadline for nominations to be received by NADCO. These documents will also be posted to the NADCO website.
2. Individuals may either submit a self-nomination or be nominated by another member in good standing.

3. All nominations submitted must include; the completed nomination form and candidate bio. The nomination must be complete to be considered; no incomplete nominations will be accepted.
4. Nomination must be received by the specified date in the election timeline. No late nominations will be accepted.
5. Nominations can only be submitted via the electronic election specified email box.
6. The nominations will be vetted by the Election Subcommittee and all eligible candidates will be notified.

Campaigning

1. Candidates will be responsible for creating and sending out their own campaign communications (e.g., campaign letters, advertisements, endorsements or other communications). NADCO will not assist in the creation, editing or distribution of any campaign communications.
 - a. Candidates can begin campaigning once they have been notified by the Election Subcommittee.
2. NADCO will post the names, bios and headshots (if provided) of each eligible candidate on the Elections page on the NADCO website.
3. NADCO will host virtual town hall meetings, via webinar, providing the candidates an opportunity to speak and be asked questions from the membership.
 - a. One town hall will be held for all of the at-large candidates.
 - b. Additional town halls will be held for each region with a contested seat.
4. NADCO will provide a member directory via the NADCO website.

Voting (regional vs. at-large)

1. Each active-member in good standing will have one vote. That vote should belong to the President, Executive Director or equivalent leadership role.
2. Votes will only be accepted via the designated electronic method.
3. No votes will be accepted after the close of the election process. The date and time of the close of the elections will be stated in the election timeline each year.
4. NADCO will send the ballot, via electronic method, to the main contact's email address. This ballot will come with a reminder once a week until the election time frame closes.
5. NADCO will not accept any write in candidates; all nominations NEED to be submitted during the time frame outlined in the Election Timeline.

Election Results

1. The election results will be announced within 48 business hours after the election closes.
2. The newly elected Directors will be invited to attend the Board Meeting that will take place at the Annual Meeting. The terms for the newly elected NADCO Board of Directors will begin at the Board of Directors Meeting held on the last day of the Annual Meeting, at which time officers shall be elected.

Confidentiality

1. All NADCO staff and all Election Subcommittee members involved in the election process will maintain any information received about nominees, candidates and votes on a confidential basis and will not share such information with anyone outside the group consisting of the Election Subcommittee and any NADCO staff assigned to assist with elections.

Questions About Election Procedures

1. Any person considering running for election as a NADCO Director with questions about the election process should consult the Chair of the Election Subcommittee/Secretary/Staff.