

Nominating Committee:

Chair: Chuck Violand

The Nominating Committee shall be responsible for the selection of candidates for the RIA Board of Directors elections, as provided for in these bylaws.

Mission Statement: To provide a procedure and criteria for review of qualified individuals to the Association Members for election to the Board of Directors.

The committee has developed this set of policies and procedures regarding the nominations process for vacant RIA Board seats. All information here is in addition to any policies and procedures specified in the Bylaws of the organization.

Minimum Qualifications for Nominees:

The Committee recommends that all nominees meet a minimum set of criteria for consideration. These shall be:

- Nominee must have at least five years experience with RIA Member firms.
- Nominee must be employed with an Active Member of RIA in good standing.
 - Member cannot have had grievance or disciplinary action affecting membership
- Nominee must be the Owner of the Member company, or have written permission:
 - In the event that the nominee is not an Owner, he/she must submit a written approval for participation by the current business owner. This must demonstrate owner support of the financial and time commitment required of Board participation.
- Nominee must show proof of attendance at a minimum of three (3) Annual Conventions or Conferences.

Recommended Qualifications for Nominees:

Priority consideration will be given to candidates who meet one or more of the following items.

- **Committee and Board Participation:**
 - Nominees should have service on RIA Committees, Councils or Task Forces, and length of service on that committee should be given consideration over those nominees who have not served on any Committee, Council or Task Force.
 - Nominees should actively participate in another related association boards of directors or committees, like NFPA, NADCA, ASHRE, IAQA, IICRC, CIRI, etc.
- **Published Articles:**
 - Consideration should be given to nominees who have had articles published for the C&R Magazine, and/or other trade journals, and/or industry publications.
- **Presenting at RIA Meetings**
 - Nominees who have presented at RIA Meetings have shown commitment to the organization and its educational goals, and should be given consideration over those who have not presented.

Nomination and Election Process:

- The RIA Nomination Committee shall convene and review the minimum and recommended qualifications for potential RIA Directors and amend as needed.
- Staff will adopt any changes into the Nominations Application and update the timeline for the current year.
- The Nomination Committee will then present its qualifications, timeline and any procedural changes to the RIA Board as a Motion from Committee for approval.
- Once approved, staff will develop a list of eligible members and distribute the application and procedures accordingly.
- Staff will review each Application for completeness and compile the qualifying applications for the Nominating Committee to review.
- The Nominating Committee will then review each application which has met the minimum qualifications.
- The Nominating Committee shall then develop a slate of nominees to put forth for election.
- The Nominating Committee may, at its discretion, present a slate of nominees that equals or exceeds available Director positions.
- Once a slate of candidates has been established, staff shall contact the nominees and have them submit a Biographical Information Form.
- Staff will compile the Biographical Information Forms and distribute them, with a paper ballot and instructions, to all eligible RIA voting member primary contacts.
- Staff will then manage the return and counting of ballots.
- Once the election deadline date has passed, staff will compile the results and distribute to the Chair of the Nominating Committee and Board President. Upon request, staff will make copies of ballots available to the Board President for a second counting.
- Results of the election will be announced at the Annual Membership Meeting. Those persons elected will be invited to participate at the next scheduled Board meeting as observers until such a time as they are formally recognized as voting members.

NOMINATION AND ELECTION TIMELINE:

15 December: Call for Nominations

- Nominating Committee convenes to adopt/amend qualifications for candidacy.
- Committee presents materials to RIA board for approval.
- Staff issues ***Call for Nominations*** to active membership.
- Call for Nominations includes deadline for submission, submission criteria and criteria to be considered in process.
- Nominees will be able to download an application package from the RIA website or have it mailed or emailed from the RIA office.

31 January: Deadline for Nominations.

- All nomination kits are due to the RIA office no later than **January 15**.
 - Incumbent directors will not be required to submit applications, but will be required to submit a letter of intent to be considered.
 - Incomplete applications will be returned.
- Staff will compile nomination kits and distribute to committee members.

1 Feb – 15 Feb: Candidate Application Review / Preliminary Nominee Slate

- Nominating Committee will convene via conference call to review application packets and draft a preliminary slate of candidates from the applicants, including all incumbent Directors who are eligible and wish to serve a second term.
- Committee shall review applications based on such criteria as the Committee deems suitable for Board membership.
- Should the Committee feel it necessary, they may schedule phone interviews with these candidates.

28 February: Final Nominee Slate Issued

- Interviews and reviews will be completed and Committee will convene via conference call to discuss.
- Committee will issue a final slate of nominees.

28 February: Ballot to Membership

- Staff will send ballot and election information to membership.

15 March: Deadline Ballot Submission

- Deadline for ballots to be received at RIA office.
- Staff compiles results and reports to Nominating Committee.

31 March: Results Announced

- Results of election to be announced prior to the RIA Annual Convention.
- Newly elected candidates will be invited to participate in the next RIA Board meeting.

Application for Nomination To the RIA Board of Directors

Please read the entire application and submit all required materials to the RIA offices no later than **January 31, 2019** for consideration. Incomplete applications will be returned and not considered.

Application for RIA Board Nomination

Please type clearly and submit to RIA offices no later than January 31, 2019

Candidate Name: _____

Member Company: _____

Address: _____

City/State/Zip: _____

Member website: _____

Candidate Phone: _____

Candidate Phone: _____

Candidate Email: _____

Description of Company:

2 paragraph maximum

Years in Business: _____

Years Company has been an RIA member: _____

Number of Years Candidate has worked in the industry: _____

Candidate Title and Responsibilities/Related Business Experience

2 paragraph maximum

Candidate is Owner of Company

Non-owners must provide written approval for participation by the current business owner. This must demonstrate owner support of the financial and time commitment required of Board participation. All Board Members are required to attend the RIA Annual Meeting and Board Retreat, as well as participate in all other Board meetings and conference calls as scheduled.

YES NO

Education, Degrees, Licenses, Certifications and Advanced Training

Bullet list of college degree(s) and any related business training or education

RIA Certification(s) currently held:

- CR Expires: ___/___/___
 WLS Expires: ___/___/___
 CMP Expires: ___/___/___
 OTHER (specify) Expires: ___/___/___

Other Industry Licenses or Certifications currently held:

RIA Volunteer Activity

Bullet list of committee work, presentations at meetings, contributions to RIA Journal, etc.

Goals and Objectives if Elected to RIA Board of Directors

3 paragraph maximum

Additional Personal or Business Information to Consider

2 paragraph maximum

Proof of Attendance at RIA Meetings

Required attendance at 3 Annual Conventions and/or Conferences. Please list meetings attended.

Verification

I hereby affirm the information contained herein is accurate to the best of my knowledge and understanding, and in conformance with the Nomination Guidelines. I agree to provide additional information if requested by the RIA Nominating Committee.

Candidate Signature: _____

Date: _____

Applications must be submitted to the RIA offices no later than January 31, 2019 for consideration