

SAMPLE NOMINATIONS & ELECTIONS POLICIES AND PROCEDURES

NOMINATIONS:

Policies:

A. Nominating Committee Charge

The Nominating Committee is charged to work with the Board in the selection of candidates for _____ AEYC's Governing Board election. Governing Board and Nominating Committee members actively participate in identifying and nurturing qualified potential members to receive information about serving on the _____ AEYC Governing Board and an application for their consideration.

The Nominating Committee is required to recommend a slate with a minimum of two candidates for each office or position. The slate should be comprised of candidates who are committed to _____ AEYC's mission and value of diversity, and are qualified to make informed and objective decisions regarding Association goals, policies, and allocations of resources.

B. Nominating Committee Composition and Appointment

The composition of the Nominating Committee consists of: _____ Governing Board members and _____ members representative of the membership.

The Nominating Committee shall be appointed by the President no later than _____. Committee members shall be appointed for a _____ year term(s) on a rotating basis. The chair of the Committee shall be a Board member with previous service on the Nominating Committee.

C. Criteria for the Appointment of Nominating Committee members

Members of the _____ AEYC Nominating Committee will:

1. Understand _____ AEYC's mission, priorities, and both current and proposed programs designed to achieve its goals;
2. Possess a comprehensive understanding about the type of decision-making collaboration, negotiating and leadership skills required of Board members.
3. Possess knowledge of the history and development of _____ AEYC.
4. Have a broad, perspective of child development and early childhood education;
5. Be knowledgeable about potential state/local leaders.

Specific attributes required of _____ AEYC Nominating Committee members include:

1. A high level of skill for analytical thinking, communication and negotiation; and
2. Demonstrated ability to practice confidentiality and objectivity.
3. Receptive to the Association's commitment to be a high-performing, inclusive organization.

D. Criteria to guide selection of candidates

1. The following goals guide the development of a slate of candidates who individually and as a group reflect (in order of priority):
 - a. High-quality leadership with commitment and contributions to the early childhood field;
 - b. Understanding of _____ AEYC's mission, philosophy, goals, and code of ethics.
 - c. Broad knowledge and awareness of issues facing the field and ability to conceptualize the appropriate role for the Association;
 - d. Strong interpersonal skills with ability to objectively consider various perspectives to guide major policy decisions of the Association;
 - e. Expertise in special areas needed by the Association, including knowledge of governance and group functioning; association

- management skills; knowledge of and /or experiences in _____
AEYC's affiliate structure;
- f. Multiple perspectives of the variety of the professional roles held by _____ AEYC's members;
 - g. The ability to be a public spokesperson on behalf of the Association and its principles; and
 - h. Time necessary to provide necessary vision and leadership to serve effectively as a Governing Board member.
2. _____ AEYC seeks to be continually informed by the wisdom of diversity and to become a more high-performing, inclusive organization. As such, the Association is committed to maintaining a Board composition reflecting diversity in ethnicity, professional experience, gender, age, and geographic area.
3. Additional notes regarding general candidate qualifications:
- a. All candidates must be current members of _____ AEYC.

E. Additional Criteria for Specific Candidates

1. **Goals to Guide the Selection of NAEYC Affiliate Council Representatives**
2. **Goals to Guide the Selection of Officer Candidates**
3. **Goals to Guide the Selection of president-elect Candidates**

NOMINATIONS PROCEDURES

A. Deadlines for Receipt of Suggestions for Nomination

The deadline for suggestions of potential candidates shall be _____ . This deadline may be extended by the Nominating Committee chair in cases where the committee must seek additional and/or otherwise qualified individuals for consideration.

B. Solicitation of Potential Candidates:

Potential candidates shall be solicited in the following ways:

1. Announcements in the newsletter, and on the _____ AEYC web site, beginning in _____ of the year preceding the election year, including selection criteria and responsibilities of the positions to be elected. Members are encouraged to encourage other members who they believe possess the skills and qualities described and who would be qualified to assist with decisions of the kind described to submit an application for consideration by the Nominating Committee. Individuals may also self-nominate themselves.
2. Before _____ of the year preceding the election year, letters are sent to local affiliate Presidents, current and recent Governing board members, and current and recent Nominating Committee members referencing the guidelines for selection of candidates adopted by the Governing Board, and stressing the importance of the nominations process.

C. Nominating Committee Procedures:

The Nominating committee will meet _____ during the preparation of one slate: Once in the spring in conjunction with the Spring Board meeting, and in the fall prior to the annual conference and fall Board meeting. The agenda for the first meeting will be to receive the nomination guidelines for the coming year's election, to obtain clarification about these guidelines and the nomination procedures established by the Board, and to design the process and timelines their committee will use to arrive at the final slate they present to the Board. The Nominating committee may not present a final slate of candidates for officer positions who have not been personally interviewed.

D. Communication of Annual Nomination guidelines and Procedures

The Governing Board will identify annual nomination guidelines to be included in the charge given to the Nominating Committee for the coming year's election. These guidelines will be derived from an annual evaluation of (1) leadership characteristics needed to formulate policy for the directions that have been set for the Association's future; and (2) areas of under-representation in the existing Board composition.

Representatives of the Governing Board will meet with the Nominations committee prior to the time when they begin their deliberations to present the nomination guidelines formulated for the upcoming election and to answer questions to clarify the committee's charge and procedures.

E. Background information from Potential Candidates

To be considered in the nomination process, individuals are asked to submit a photograph, statement, current resume, and a maximum of three letters of recommendation. The letters should reflect the individual's professional expertise, leadership in the profession (including affiliate experience), and leadership in the community.

Upon receipt of a suggestion for candidacy, the Nomination Committee chair (or staff) will send to each potential candidate a letter acknowledging receipt of the suggestion and information relative to service on the Board including description of officer and Board member responsibilities.

F. Rating Procedure

The Nominating Committee members will make independent ratings of the information submitted by potential candidates based on the guidelines established by the Governing Board. A conference call among all committee members will allow committee members to discuss their ratings, and decide who will be interviewed.

G. Selection of Slate

1. The committee shall meet in _____ to conduct interviews and formulate a slate to present for Board approval.
2. The Nominating Committee's proposed slate is mailed to Board members and voted on the next scheduled Governing Board meeting. All candidates will be notified in writing regarding their candidacy prior to _____.

H. Announcement of Slate:

The official slate will be printed in the _____ issue of the newsletter and announced on the _____ web site by _____.

I. Nominating Committee Interim Report to Board

Each Nominating committee will build into their process and timelines the provision of an interim report to the Board, including any concerns for meeting that year's priorities. This report must be scheduled prior to _____ to allow time to receive Board assistance prior to the slate being completed.

ELECTION GUIDELINES

Policies:

A. Election policy

As a membership association governed by an elected board, _____ AEYC is committed to a diverse board. Members of the slate are chosen to reflect a broad knowledge and awareness of the issues facing the Association. Nominees are not chosen to represent a particular group, region, or interest, but for their ability to consider objectively the variety of perspectives inherent in decisions affecting the Association's future.

To assure diverse leadership _____ AEYC strongly endorses the principle of equity in its election process. Equity must be considered from both the perspectives of the candidates and the member. _____ AEYC believes that each candidate should receive equal opportunities to share information about the strengths of her or his candidacy with the membership. _____ AEYC also believe each member should have equal access to information regarding an individual's candidacy.

In meeting this commitment, _____ AEYC provides a variety of mechanisms for candidates to present relevant information to all members. These include _____. In each mechanism, candidates determine which information they feel is relevant to their candidacy.

The Association encourages candidates and their supporters to fully utilize these official Association-sponsored mechanisms for sharing information about their candidacy. The Association further encourages members to avail themselves of all Association-sponsored information in exercising their voting privileges.

B. Eligibility for Voting

Individuals who are members in good standing on _____ are eligible to vote in the _____ election.

Election Procedures:

A. Election Practices

1. The slate shall be presented to the membership in the _____ issue of the newsletter.
2. The final slate, including petitioned nominees, shall be presented in the _____ newsletter accompanied by written statements from each candidate. An official ballot and statements written by each candidate are mailed _____ class mail to all members no later than _____.
3. Ballots must be postmarked no later than _____ to be counted. Ballots should be returned to _____. Vote counts are done by _____ and must be verified by two independent tabulations.

B. Announcement of Election Results

1. All candidates shall be notified in writing of the election results and final counts.
2. The Governing Board shall be notified of the election results simultaneously with the candidates.

3. The membership shall be informed of the election results by an announcement printed in the _____ issue of the newsletter and on the web site.
4. Final election counts may be released to any member upon receipt of written request; however, such information is released only upon request.

C. Letter of Appreciation

A letter of appreciation will be sent to the employer of each newly elected Board member if they so desire, expressing the Association's appreciation for the employer's support of the individual's service as a Board member.