2021/2022 Chapter Officer Election Schedule & Guidelines

Terms
+ Positions are for a one, two-year term, with the option to self-nominate again for another two-year term.
+ Once an officer has served four years/two consecutive terms, they must be off the council for at least two years.
  + Note: In 2018, both the Membership Chair and Secretary/Treasurer positions were considered a one-year term. If an officer served in 2018 and again in 2019/2020, that officer has fulfilled two, two-year terms and cannot self-nominate again.
+ Fulfilling an unexpired term does not count towards four years in office.

Guidelines
+ All officers must be NKBA members.
+ Only one officer can come from the same company or family.
+ Students are not eligible to hold an officer position.
+ If only one person self-nominates for a position, that person wins the position.
+ If there are no self-nominations for a position by the self-nomination deadline, the Council will appoint an individual.
+ If more than one person self-nominates for a position, there must be an election.
+ The Recruitment Committee should interview all of the candidates and can make a recommendation.

Voting: All members, except students, are eligible to vote.
2021/2022 Membership and Secretary/Treasurer chapter officer elections open - a Self-Nomination Form is available on the Resources Page of the NKBA website, under Chapter Elections. NKBA announcement to self-nominate for 2020/2022 elections. Election resources emailed to all chapter officers and all NKBA members.

Procedure:
+ National receives all self-nomination forms and will forward to your Chapter Secretary/Treasurer on a weekly basis as they are received.
+ It is the chapter’s responsibility to verify the candidate’s contact information and eligibility.
+ Secretary/Treasurer forwards forms to the Recruitment Committee who should interview each candidate and make recommendations.

May 1
- Reminder communications to self-nominate for 2021 elections

June 12
- Reminder communications to self-nominate for 2021 elections

July 10
- Reminder communications to self-nominate for 2021 elections

July 17
- Self-Nomination deadline by 5:00pm ET
  + Submissions are made by members electronically on the NKBA website.
  + Any Self-Nominations received by National or given to the Secretary/Treasurer after July 17th are ineligible.

July 24
- Slate is prepared if needed. (The slate is a list of the individuals who have self-nominated for each open position. It is only necessary to complete a slate if more than one person has self-nominated for a position.)
  + If only one person self-nominates for a position, they win the position and no election is needed.
  + If more than one person self-nominates, a slate must be submitted to National by July 24th and an election must be held. (a Sample Slate is available on the Resources page, under Chapter Elections.)

July 27 – August 21
- Suggested time for holding an election
  + Most chapters conduct voting via email.
  + The chapter will prepare a ballot and email to all eligible chapter members, allowing time to complete and return. (The ballot contains a list of all the candidates for each position. If the Recruitment Committee has a recommendation, it can be noted on the ballot.)
  + A Sample Ballot is available on the Resources page under Chapter Elections
  + Chapter will tally completed ballots and send results to National by the deadline.
  + Ballots should be distributed to and completed by members, collected during the meeting and tallied by the Secretary/Treasurer.

August 24
- Election Results are due
  + Submit results online using the form under Chapters/Forms and Resources/General Forms – Election Results Form.
  + The Secretary/Treasurer is responsible for making sure all elected officers are current members and their contact information is correct on the Election Results Form.

August 31
- Election results posted on the chapter’s homepage on the NKBA website.