



2021/2022 Chapter Officer Election Schedule & Guidelines



Open Positions for 2021

- + Membership Chair
- + Secretary/Treasurer

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.

May 1 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 22 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.