

**2020 Chapter Officer Election Schedule & Guidelines**

**Terms**:

* Positions are one, two-year term, with the option to self-nominate again for another two-year term.
* Once an officer has served for four years, they must be off the council for at least two years.

**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.
* President must have served at least 2 years in a previous 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.

**Open Positions for 2020:**

* President, Programs Chair, Communications Chair.
* Officers currently in these positions are eligible to self-nominate for another two-year term

**Schedule:**

**Date Description**

May 1 Election schedule emailed to all chapter officers

May 6 **NKBA News** announcement to self-nominate for 2020 elections.

**Elections open** - a Self-Nomination Form is available on the NKBA website Resources page, under Chapter Elections.

June 10 Email reminder to self-nominate for 2020 elections

June 14 **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 June 14th are ineligible.**

**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.

June 21 **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 June 21st and an election must be held. (a [Sample Slate](https://media.nkba.org/wp-content/uploads/2016/06/29111128/Sample-Slate.xlsx) is available on the Resources page, under Chapter Elections.)

June 22 – July 26 **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](https://media.nkba.org/wp-content/uploads/2016/06/18140544/2020-Chapter-Officer-Election-Ballot.xlsx) is available on the Resources page under Chapter Elections
* Chapter will tally completed ballots and send results to National by the deadline.
* For chapters holding an election meeting, the meeting date must be announced four weeks in advance., and it is a suggested guideline to have an additional person at the registration desk checking membership.
* Ballots would be distributed to and completed by members, collected during the meeting and tallied by the Secretary/Treasurer.

July 29 **Election Results are due**

* Submit results online using the form under Chapters/Forms and Resources/General Forms – [**Election Results Form**](https://forms.nkba.org/resources/chapter-election-results-form/?badgeCount=0&loginAttempt=true).
* 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.

July 31 **Election results posted** on the chapter’s homepage on the NKBA website.