

2024 NARCDC Board Regional Elections and At-Large Appointment Process

Regional Elections

NARCDC aims to ensure a fair, transparent, and efficient election process that respects the autonomy of Regular Members in choosing their regional representatives. All information related to the election process, including nomination forms, and voting choices, will be treated with the utmost confidentiality. Any disputes regarding the election process will be resolved by the Membership Committee in consultation with the Board of Directors.

General Election Protocol is described below:

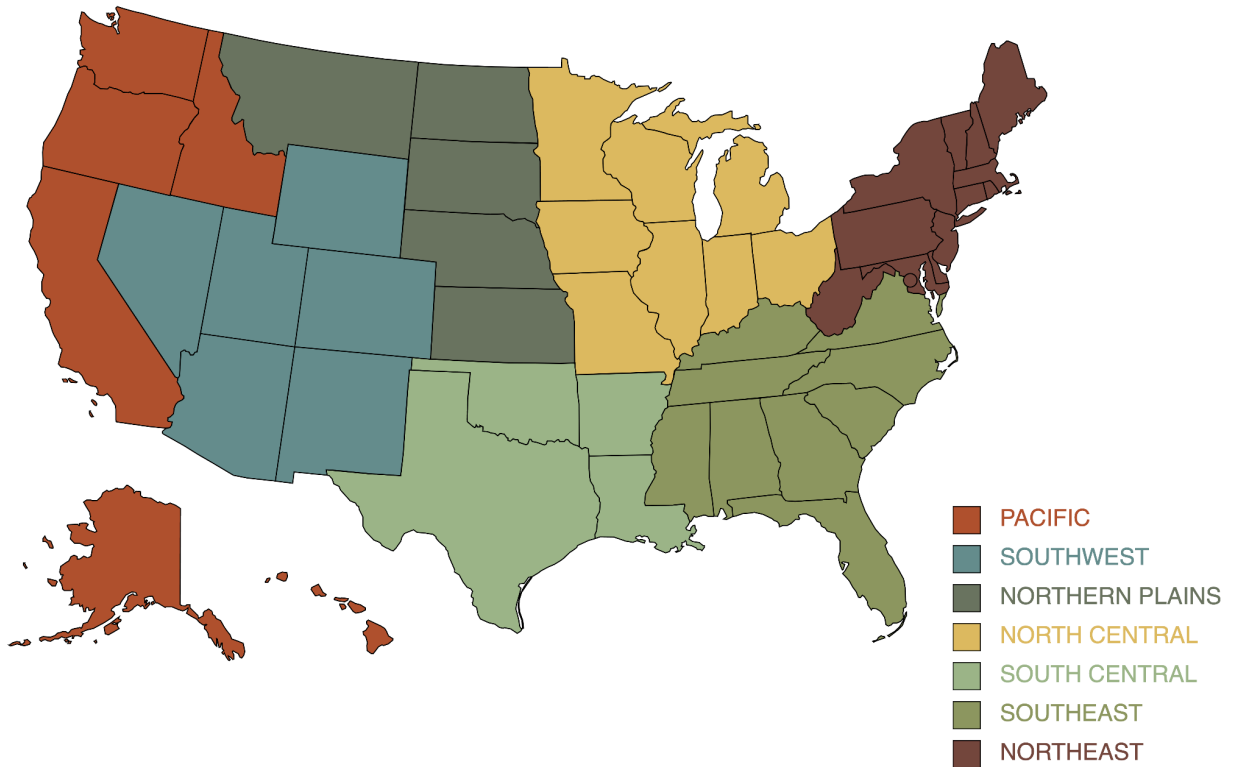
Membership Eligibility: Regular Members must pay their dues by the end of quarter 2 in an election year to be considered in good standing and eligible to participate in regional elections.

Nomination Process: NARCDC staff will have five business days to collate a list of Regular Members in good standing for each of the seven regions and provide them with a nomination for election form electronically. Regular Members have fifteen calendar days to submit completed nomination for election forms, allowing them the freedom to determine the selection process within their Council. The Membership Committee shall have five business days to verify that all nomination forms for election have been submitted completely in their entirety.

Candidate Profile Production: NARCDC staff will then have five business days to collate the verified nomination for election forms and produce a candidate profile derived from the information submitted, to be sent electronically to Regular Members in good standing.

Member Choice Notification: Regular Members in good standing will have fifteen calendar days to submit their choice in proposed candidates electronically. The selection process remains at the discretion of each Regular Member. Regular Members will receive email confirmation of their submission and receive notification in each region at the seven- and two-day mark of the election deadline.

Result Notification: NARCDC's Chief Executive Officer has two business days to notify the President, Membership Committee Chair, and all Regular Members in the region of the election results. The candidate with the plurality of votes will be declared the winner of the election.



Regional Election Calendar

<u>Deadline Date</u>	<u>Purpose</u>
June 30	Deadline to Pay Dues to be in good standing with NARCDC
July 5	Deadline for NARCDC Staff to verify eligibility and send out nomination for election forms
July 20	Deadline for Councils to submit completed election forms
July 26	Deadline for Membership Committee to verify election forms for completeness
August 2	Deadline for NARCDC to send candidate profiles and voting form
August 10	CEO to send Councils <i>7 day until election deadline notice</i>
August 15	CEO to send Councils <i>2 day until election deadline notice</i>
August 17	Deadline for Members to submit votes for election
August 20	CEO to publish election results to Council Regions

At-Large Appointments

NARCDC aims to ensure a fair, transparent, and efficient process for the at-large appointment of Board members, respecting the autonomy of Regular Members in selecting and nominating

applicants. All information related to the application process and individual applications will be treated with the utmost confidentiality. Any disputes regarding the at-large appointment process will be resolved by the Nominating Committee in consultation with the Board of Directors.

At-Large Appointment Protocol is described below:

Membership Eligibility: Regular Members must pay their dues by the end of quarter 2 in an election year to be considered in good standing and eligible to apply for an at-large appointment position on the Board of Directors.

Application Period: NARCDC staff will have five business days to collate a list of Regular Members in good standing and electronically provide them with an application form, in a style and format similar to the nomination for election form. Regular Members in good standing will have 15 calendar days to submit completed applications, and they have the autonomy to determine how their Council selects nominated applicants.

Application Review and Nominating Committee Selection: NARCDC staff will have three business days to electronically send all submitted applications to the Nominating Committee. The Nominating Committee will have 20 business days to review all submitted applications and convene as a committee to select a slate of 7 applicants. NARCDC's Chief Executive Officer and Nominating Committee Chair will have three business days to notify the President of the Nominating Committee's recommendations. Only two applicants from any one region may be recommended for appointment unless the application pool has been exhausted.

Confirmation by the Board: The President shall call a special meeting within 15 business days to consider the Nominating Committee's report. If the Board of Directors rejects the Nominating Committee's recommendations, either in full or in part, the Nominating Committee has three business days to send new recommendations to the Board of Directors for review. The Board of Directors will then have 10 business days to reconvene to review the replacement recommendations. The process of recommendation, rejection, and replacement will continue until the Board of Directors approves all at-large positions or the list of applicants is exhausted.

Notification and Confirmation: NARCDC's Chief Executive Officer will have three business days to notify all applicants of their pending appointment to the Board and to confirm their acceptance.

At-Large Appointments Calendar

<u>Deadline Date</u>	<u>Purpose</u>
June 30	Deadline to Pay Dues to be in good standing with NARCDC
July 5	Deadline for NARCDC Staff to verify eligibility and send out application forms
July 20	Deadline for Councils to submit completed application forms
July 24	Deadline for NARCDC Staff to send applications to Nominating Committee

August 21
August 26
September 16
September 19

Deadline for Nominating Committee to form recommendations
Deadline for CEO/Nominating Chair to notify President of slate
Deadline for NARCDC Board meeting to consider slate
Deadline for CEO to notify applicants of their appointment status