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.
- In order for a Chapter to attend Chapter Officer Training where National covers hotel and airfare costs for all 5 chapter officers, the chapter must have a full slate at the conclusion of the election cycle. If, as a result of the extenuating circumstances, a chapter cannot fulfill this requirement they must apply for an exception to National after election period is over. National will review for eligibility. If a chapter does not meet these requirements, they are welcome to attend Chapter Officer Training but are required to cover all expenses.

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.