ELECTION PROCEDURE

Board Member

- On or about April 15st of each year, an email will be sent to each Board Member whose term expires June 30th.
- The email will explain the re-election process and contain the Board of Directors Re-election Form. To be considered for re-election, the Re-election Form must be fully completed and returned within ten (10) calendar days from the date of the email to the Governance Chair.
- Five days after the email has been sent, a follow-up documented phone call will be placed to any Board Member who has not yet returned their form.
  Should a Board Member not return the form by the designated date, the Governance Committee will remove that individual from the re-election ballot.
- Upon return of all re-election forms, the Governance Committee will compile a re-election ballot based upon information received.
- The re-election ballot information will be forwarded to Communications Chair requesting an electronic vote be sent to all Board Members by May 5th (on or about) and close ten (10) calendar days after the ballot notification email.
- After voting has closed, Communications Chair will forward the results to the Governance Committee Chair within ten (10) calendar days after the close of elections.
- The Governance Chair will submit a report to the President by email indicating the results of the election within ten (10) calendar days after receiving the email of the election results from the Communications Chair.
- The President will notify each Board Member of their status within ten (10) calendar days after receiving the email providing the results of the election from the Governance Chair.
- The Governance Chair will provide the results in a report to the Board at the next scheduled meeting.

Elected Officers

- On or about May 1st of each year, an email will be sent to all Board Members.
- The email will explain the nomination process for an Officer of the Executive Committee. To be considered for an Officer position of the Executive Committee, the Executive Committee Officer Nomination Form must be fully completed and returned within ten (10) calendar days from the date of the email to the Governance Chair. ***Should a Nomination Form not be returned by the designated date, the Nominee will not be placed on the ballot.***
- Upon return of nomination forms, the Governance Committee will send an email to each nominee to inform them of the position they have been nominated for and if they accept the nomination.
- The Governance Chair will inform the Communication Chair of the nominees and their positions.
- A nomination ballot will be prepared by the Communication Chair and the Officer election will take place at the face-to-face annual Board of Directors meeting.
- Ballots will be counted by the President, Governance Chair and Communications Chair.
- The President will announce the results of the elections after the ballots are counted.

ELECTION PROCESS

Each Board Member whose term of office expires will receive the following email:

Now is the time for you as a Board Member to decide if you would like to be re-elected to the Board of the NFPA. The re-election form will help you make that decision. The form is located on the Board Portal for ease of completion. Once you have completed and submitted the form, it will be automatically sent to the Governance Chair. You will have ten calendar days from the date of this email to submit your re-election form.

Upon receipt of the re-election form, the Governance Committee Chair will verify compliance to the duties (i.e. attendance at Board Meetings, on-time payment of membership dues, give/get participation, currently at $180) of being a Board Member. Once compliance has been verified, with consultation of the President, the ballot will be compiled.

PLEASE BE SURE TO COMPLETE THE (appropriate year) BOARD MEMBER RE-ELECTION FORM AND DON'T FORGET TO PRESS SUBMIT.

IF YOUR FORM IS NOT RETURNED BY THE REQUESTED DATE, YOUR NAME WILL NOT BE INCLUDED IN THE BALLOT.

All Board Members will receive the following email regarding the available officer positions for the Executive Committee:

The following officer positions for the Executive Committee are currently open for election: (The appropriate positions will be listed). The Executive Committee Officer Nomination Form and Member-at-Large Nomination Form is located on the Board Portal to use for the Governance Committee to create an election ballot. Once you have completed and submitted the form, it will be automatically sent to the Governance Chair. You will have ten calendar days from the date of this email to submit your nomination form.

Upon receipt of the nomination form, the Governance Committee Chair will verify compliance to the duties (i.e. attendance at Board Meetings, on-time payment of membership dues, give/get participation, currently at $180) of being on Officer of the Executive Committee. At the close of the ten calendar days, the Governance Chair will notify each Nominee of the position for which they have been nominated and ask if they are willing to serve in that position. Once the Nominee has accepted and compliance has been verified, with consultation of the President, the ballot will be compiled. A paper ballot will be prepared and brought to the Annual Board of Directors Meeting, where the election will take place.

PLEASE BE SURE TO COMPLETE THE EXECUTIVE COMMITTEE NOMINATION FORM AND DON'T FORGET TO PRESS SUBMIT.

IF YOUR FORM IS NOT RETURNED BY THE REQUESTED DATE, THE NAME OF YOUR NOMINEE WILL NOT BE INCLUDED IN THE BALLOT.