**PROPOSED ELECTION PROCEDURES**

Governance Committee

20 June 2022

**Date & Time of Election:**

* Elections will be held annually September 15-23, from 12:01p to 12:00p EST, or at the time(s) as set by the Board.

**Qualification to Run:**

* A Candidate for office must be a NSITSP member in good standing. If/as additional categories of membership, e.g., associate, vendor, etc. are created, the Board will decide what categories of membership qualify to stand for election.
* Effective January 1, 2023, to run for a position on the Board, a member must meet the requirements of the corporation and its Bylaws and must have served on a NSITSP committee for at least 90 days prior to filing for election.
* No individual can stand for election to more than one position on the ballot, i.e., can’t run for both a committee and a Board position or a second committee. No individual can occupy more than one elected position in the Society simultaneously.
* No individual will be considered for inclusion on the ballot who has not personally completed the required Declaration of Candidacy, Conflict of Interest Statement, and Candidate Campaign Information Form.
* **Election Procedures:**
It is recommended that, as much as is appropriate, the process, e.g., qualification, paperwork, processes for all Board and Committee elections remains the same.
* All Board and Committee elections will be for a two-year term of office.
* The timeline as proposed allows for a transition period where newly elected Board members can “attend” meetings with current members before being installed.
* Balloting will be electronic via the NSITSP web site. The website can track that a member did or did not vote but will not have the capability of tracking how any member voted. Consequently, members will not be able to change their vote once cast. Preliminary voting tallies will not be reported at any time prior to the closing of the election period.

**Initial Election Procedures:**

* The ballot will be for a position on the Board/Committee, not an individual seat.
* The following process will apply to each board or committee election (each body).
	+ All candidates for each body will be listed on one ballot.
	+ Each member may vote for up to seven candidates.
	+ The top four vote-getters for each body will be sworn in for two-year terms, while the next three in order of votes will be sworn in to one-year terms.
	+ To achieve staggered terms for all offices, there will be for four 2-year terms and for three 1-year terms.

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| --- | --- |
| **Stages*** Define timeline and election guidelines
 | **Requirements*** Proposed by Committee, Approved by Board
* Revised as needed
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| * Announce elections and call for candidates – July 1st
* Candidates file for office Starts 8/1
 | * Build application site, forms on web site
* Build a very visible site for members to learn about candidates
 |
| * Filing period ends 8/31
* Campaigns begin
 | * Use information site above
 |
| * Voting takes place online
* Sep. 15-23
* Election results announced
 | * Build and test voting site
* Counting process and announcement protocols defined
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|  | **Notes*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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**Sample Ballot**

Office: Board of Directors –

All seats open. Vote for [up to] seven

Office: Committee Members – Finance –

All seats open. Vote for [up to] seven

*Office: Committee Members – Formation –*

*All seats open. Vote for [up to] seven*

Office: Committee Members – Membership –

All seats open. Vote for [up to] seven

Office: Committee Members – Legislative –

All seats open. Vote for [up to] seven

Office: Committee Members – Marketing –

All seats open. Vote for [up to] seven

**Form 1 – Declaration of Candidacy**

Contact Information

First

Last

Your Company

Your Role

 Owner/Principal, Manager, Technician, Other

Email

Office you are applying for:

* Board of Directors
* Finance Committee
* Formation Committee
* Marketing Committee
* Legislative Committee
* Membership Committee

Your (primary) role in the Community:

* IT Service Provider (MSP, VAR, Reseller, Integrator, etc.)
* Vendor
* Other - Please add notes below

Commitment:

I agree to provide accurate information in my campaign application and candidate statement, and to campaign ethically and in a manner consistent with the values and mission of the National Society of IT Service Providers.

If I am elected to serve, I agree that I can provide at least five (5) hours a month in attendance to NSITSP meetings and activities, and that I do not have any conflict-of-interest in participating in this position.

Agreed

**Form 2 – Campaign Information Form**

**Name** and **Office** will be pre-filled by the automated process.

**Candidate Statement** – Please tell us why you wish to service in this office. You may include actions you wish to promote, or anything you would like members to know. Limit 500 words.

Please describe your relevant **experience** - what you bring to the office. Limit 500 words.

Your Info

* Your LinkedIn profile:
* Your Twitter handle:
* Your Facebook profile:
* Your Reddit handle:

Other organizational affiliations (names of organization and your role)

Skills and experience you can bring to the Board

* Board development
* Program development
* Financial management
* Staffing / HR
* Fundraising
* Strategic planning
* Lobbying/Legislation
* Training
* Marketing
* Volunteer management
* Other Skills (not listed above)