

## USHJA POLICY STATEMENT

**Subject: Nominating Committee Election Timelines – President & Officer/Director**

**Policy Number: NOM103**

**Date of Board Adoption: November 9, 2019**

**Board Approved Effective Date: November 9, 2019**

### **Nominating Committee Timeline (Article 1203.5)**

#### **Nominating Committee Timeline for Election of Officers/Directors at December Annual Meeting**

*30 Nov Yr. Pr. Nominating Committee members who wish to seek a position requiring review/selection by the Nominating Committee must resign from the Nominating Committee prior to the start of the Nominating Committee process no later than November 30.*

*1 Dec Yr. Pr. The Governance Committee will provide the Nominating Committee and the Prior Board of Directors any recommendations for changes to nominating and election procedures including the timeline.*

*1 Feb Board approval of any recommended changes to nominating and election procedures including the timeline.*

*1 March Governance Committee provides Nominating Committee and Board of Directors updated specifications on job descriptions, skillsets and forms needed for the Board of Directors.*

*15 March Nominating Committee accepts specifications, job descriptions and skillsets and nominating forms required as recommended by the Governance Committee.*

*15 April Board of Directors approval for job descriptions and updated specifications and forms.*

*1 May Governance Committee to meet and develop a list of basic questions for all candidates to be asked which will be distributed to the nominees.*

*15 May Membership Nomination Period for National Officers (excluding President), Dedicated Board seats and Directors At-Large begins*

*1 August Nominating Committee to consider the interview format.*

- 15 August**     ***Membership Nomination Period for National Officers, Dedicated Board seats and Directors At-Large ends.***
- 15 Sept**        ***Deadline for all nominee responses to questions to be submitted to the Executive Director at the USHJA office, Lexington, KY for Nominating Committee use. Following receipt and review of the written responses to interview questions, the Nominating Committee shall meet to determine which candidates to interview based on job descriptions.***
- 15 October**    ***Deadline for Nominating Committee to select Candidates for Interviewing Process. Candidates not selected by the Nominating Committee will be notified. Nominating Committee Candidate Interview Process begins. The nature and location of the interview process will be determined by the Nominating Committee and may be in-person or via conference call or another process as determined by the Nominating Committee. At least five members of the Nominating Committee must be present during the interview. A duty of the Chair of the Nominating Committee is to ensure use of a consistent set of interview questions for all Candidates seeking similar positions.***
- 20 Nov**         ***Final Slate of Candidates – The Nominating Committee shall review all individuals’ submissions, interview those with necessary qualifications, select the two most qualified individuals (where possible) and put those two nominees forward on Official Slate (2 nominees per position where possible) for the USHJA Board of Directors Annual Meeting agenda and for posting on the USHJA website.***
- Ann. Mtg.**      ***Elections***

**Nominating Committee Timeline for Election of President at a September Meeting**

***Process commences November of the year prior to the third year of the President’s current term (unless no one chooses to run against the incumbent President).***

***30 Nov Yr. Pr. Nominating Committee members who wish to seek a position requiring review/selection by the Nominating Committee must resign from the Nominating Committee prior to the start of the Nominating Committee process no later than November 30.***

***1 Dec Yr. Pr. The Governance Committee will provide the Nominating Committee and the Board of Directors any recommendations for changes to nominating and election procedures including the timeline.***

***10 Jan            The Governance Committee provides the Nominating Committee and Board of Directors any updates to the specifications for the job description and skillsets required for the Presidency.***

- 31 Jan**      *The Nominating Committee accepts specifications, job descriptions and skillsets required as recommended by the Governance Committee*
- 15 Feb**      *The Board of Directors approves any changes to the nominating and election procedures including the timeline, the job description, the specifications or criteria including the Presidential Training Program as determined by the Governance Committee.*
- 15 Mar**      *Nominating Form to be accepted by the Nominating Committee for submission of nominations. Notice of “Membership Nomination Period” information to be made available on the USHJA website and is posted to social media.*
- 10 Apr**      *The Governance Committee to meet and develop a list of basic questions for all candidates to be asked which will be distributed to the nominees.*
- 15 Apr**      *Nomination Period for the Office of President opens*
- 1 May**        *Nomination Period for Office of the President closes*
- 15 May**      *Deadline for all nominee responses to questions to be submitted to the Executive Director at the USHJA office Lexington, KY for Nominating Committee use. Following receipt and review of the written responses to interview questions, the Nominating Committee shall meet to determine which candidates to interview. Candidates not selected by the Nominating Committee will be notified. The Nominating Committee Candidate Interview Process begins. The nature and location of the interview process will be determined by the Nominating Committee and may be in-person or via conference call or another process as determined by the Nominating Committee. At least five members of the Nominating Committee must be present during the interview. A duty of the Chair of the Nominating Committee is to ensure use of a consistent set of interview questions for all Candidates seeking similar positions.*
- 15 Jun**      *The Nominating Committee shall finalize their list of Nominees.*
- 1 Jul**        *Candidate(s) not selected will be notified prior to the Nominating Committee announcement of Nominating Committee Candidate(s).*
- 1 Aug**        *Final Slate of Candidates – The final slate of Nominated Candidates will be submitted by the Nominating Committee for the USHJA Board of Directors September Meeting agenda and posted on the USHJA website.*
- Sept Mtg.**    *Election*