

USHJA POLICY STATEMENT

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

Policy Number: NOM103

Date of Board Adoption: July 14, 2025

Board Approved Effective Date: July 14, 2025

Nominating Committee Timeline (Article 1203.5)

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

November 30 Year Prior	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.
February	The Governance Committee will provide the Nominating Committee and the Board of Directors any recommendations for changes to nominating and election procedures.
March	Board approval of any recommended changes to nominating and election procedures. Governance Committee provides Board of Directors any needed updated specifications on job descriptions, skillsets, forms, and interview questions needed for upcoming elections. Nominating Committee accepts specifications, job descriptions and skillsets and nominating forms required as recommended by the Governance Committee.
May	Board of Directors approval for updated job descriptions and specifications.
June 1	Membership Nomination Period for National Officers (excluding President) and Directors At-Large begins. Notice of “Membership Nomination Period” information to be made available on the USHJA website and posted to social media.
June 30	Membership Nomination Period for National Officers and Directors At-Large seats closes.
July 31	Deadline for all nominee responses to the questionnaire to be submitted to the Executive Office of the USHJA, Lexington, KY no later than 5PM Eastern Time. Responses received after 5PM Eastern Time on the specified date of deadline will not be accepted.
August 15	Following receipt and review of the written responses to initial questionnaires, the Nominating Committee shall meet to review applications for the Board seats based on job descriptions and specific requirements as recommended by the Governance Committee and determined by the Board of Directors. Nominating Committee meetings will be facilitated by USHJA Legal Counsel.

September	The Nominating Committee will begin the interview process. Interviews may be in-person or via conference call. At least five members of the Nominating Committee must be present during the interviews. Candidates may not be placed on the final slate without being interviewed by the Nominating Committee. Any currently seated Board member seeking re-election will be granted the courtesy of an interview.
November 20	Final Slate of Candidates –Following review of candidates’ submissions and interviews, the Nominating Committee shall meet to select the two most qualified individuals (where possible) for each open seat. Two candidates for each Officer seat shall be put forward and two candidates for each At-Large seat shall be put forward on the final slate. Candidates for the At-Large seats shall be submitted as a group for Board review and election without pairing on individual ballots for specific seats, i.e. eight candidates for four seats. (Exception: Affiliate Council and Zone Council). The slate shall be submitted for inclusion in the USHJA Board of Directors Annual Meeting agenda, and for posting on the USHJA website. Candidates not chosen will be notified prior to the announcement of the slate.
Annual Meeting	Elections

Nominating Committee Timeline for Election of President at May Mid-Year Meeting

Process commences November of the third year of the current President’s term.

November 30 Year Prior	Nominating Committee members who wish to seek the 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.
December 1	The Governance Committee provides the Board of Directors with any updates to the specifications for the job description and skillsets required for the Presidency, and updates to the interview questions to be used. All candidates for President must be current members of the USHJA Board of Directors or must have served on the USHJA Board of Directors in the preceding three (3) years. The Nominating Committee accepts Board approved specifications, job descriptions, and skillsets required.
January 2	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.
January 15	Nomination Period for Office of President opens
February 1	Nomination Period for Office of President closes
February 15	Deadline for all nominee responses to the questionnaire to be submitted to the Executive Office at the USHJA, Lexington, KY no later than 5PM Eastern Time. Responses received after 5PM Eastern Time on the specified date of deadline will not be accepted.

Following receipt and review of the written responses to initial questionnaires, the Nominating Committee shall begin the interview process. The interview process may be in-person or via conference call. At least five members of the Nominating Committee must be present during the interview. Candidates may not be placed on the final slate without being interviewed by the Nominating Committee. Any currently seated Board member seeking re-election will be granted the courtesy of an interview.

- March 15 The Nominating Committee shall finalize their slate of Candidates. Candidates not chosen will be notified prior to the announcement of the slate.
- April 1 The final slate of candidates will be submitted by the Nominating Committee for the USHJA Board of Directors May Meeting agenda and posted on the USHJA website.
- May Meeting Election