

I.J.002

Title: Conduct of Elections

Rationale or Purpose

To fulfill the responsibilities of the governing documents for the election of officers to the Association.

Policy Statement

The NEB adopts the following procedures to fulfill its requirements stated in the bylaws for elections to national positions. The method of elections shall be by electronic ballot.

Procedures

1. The Executive Director/CEO is required to employ a third party provider of election services on behalf of the Association.
2. An electronic ballot shall be prepared, listing candidates alphabetically by position.
 - a. Candidates shall provide the Office of the Executive Director/CEO with required written materials, pursuant to this policy, for this purpose by 1 September.
 - b. In the event required written materials, pursuant to this policy, are not received from any candidate by the prescribed date, the web site shall indicate that required written materials, pursuant to this policy, were not received.
 - c. Upon confirmation that all required written materials, pursuant to this policy, are received by the prescribed date, NAFME shall post to the association's website all said materials in a uniform and timely manner.
3. For division candidates, they shall forward for inclusion on the web site:
 - a. A biography that includes your current position, title, and a description of your background
 - b. The response to the following three questions:
 - i. What do you see as the major challenges music education will face during your term and in what ways can you transform these into opportunities during your presidency?
 - ii. What do you see as the major challenges the association will face during your term and in what ways can you transform these into opportunities during your presidency?
 - iii. How do you plan to advance equity/DEIA in NAFME during your term of office?
 - c. The total length of the materials requested in 3.a and 3.b shall not exceed 1,000 words.
 - d. A curriculum vitae or resume (as indicated in Policy I.J.001)
 - e. An Equity Statement (as indicated in Policy I.J.001)
 - f. Leadership Statement (as indicated in Policy I.J.001)
4. For division candidates, they may forward for inclusion on the web site:
 - a. An electronic copy of a professional-quality "head-shot" photo
 - b. Social media maintained by the candidate
5. For national candidates, they shall forward for inclusion on the web site:
 - a. A biography that includes your current position, title, and a description of your background
 - b. The response to the following three questions:
 - i. What do you see as the major challenges music education will face during your term and in what ways can you transform these into opportunities during your presidency?
 - ii. What do you see as the major challenges the association will face during your term and in what

ways can you transform these into opportunities during your presidency?

iii. How do you plan to advance equity/DEIA in NAFME during your term of office?

- c. The total length of all above materials shall not exceed 1,000 words.
- d. A curriculum vitae or resume (as indicated in Policy I.J.001)
- e. An Equity Statement (as indicated in Policy I.J.001)
- f. Leadership Statement (as indicated in Policy I.J.001)
6. For national candidates, they may forward for inclusion on the website:
 - a. An electronic copy of a professional-quality “head-shot” photo
 - b. Social media maintained by the candidate
7. For all candidates, State Federated Associations and other entities are encouraged to provide information about the candidates to members. Such information must be provided equally for both candidates. Federated State Associations may distribute only election-sensitive information about candidates as provided by the national office, consistent with this policy.
8. The ballot and supporting information shall be distributed not fewer than ten days nor more than sixty days prior to the voting period to all members of record eligible to vote.
9. The voting period shall commence on the Second Tuesday in January, and shall be open for thirty calendar days, closing midnight of the thirtieth day Eastern Time. The starting and concluding dates for voting clearly noted.
10. The vendor shall provide the Office of the Executive Director/CEO with a count. A majority of votes cast shall constitute election.
11. In the case of a tie, unless one candidate withdraws from the contest, the winner will be selected by a coin toss. This procedure will be outlined in the online voting instructions provided to all voting members.
12. The sitting National President/Board Chair will notify all candidates of the results.
13. The results will be reported at the next meeting of the National Executive Board.
14. Once the minutes of the NEB meeting at which the election results are reported are approved, the ballots and electronic voting records will be destroyed.
15. Once notification of all candidates has been completed, those elected will be announced by posting to the Association’s website.

Scope

This policy applies to all NAFME elections.

Definitions

“NEB” in this policy refers to the National Executive Board.

References

Approved By:	NEB, January 4, 2013
Date of Last Revision:	February 25, 2021; October 2015
History:	February 2021 - Revised and approved on February 25, 2021, in efforts to institute more equitable election practices and further access and inclusion within NAFME’s volunteer leadership.