

I.J.001

Title: Nominations, Presidents-Elect, National and Division

Rationale or Purpose

To fulfill its fiduciary responsibilities, the National Executive Board must establish a consistent set of rules and procedures for the nomination of officers to Association office.

Policy Statement

The Association shall conduct its internal elections consistent with its governing documents and in conformity with the procedures provided herein.

Procedures

1. National and Division Nominating Committees –General

- a. Timeline
 - i. Both the National Nominating Committee and the appropriate Division Nominating Committee shall convene at a time and place, which may be virtual, so as to meet the requirements of this policy
- b. The committees shall cause to have presented to the NEB the “Division and National Candidate Materials” as outlined in 5. d. of this policy
 - i. Further, the Nominating Committee should solicit information from individuals who are knowledgeable about all prospective nominees to determine how well they meet the qualifications for the office.

2. National President/Board Chair-elect committee and general procedures

- a. Appointments
 - i. The nominating committee shall be appointed by action of the NEB no later than January 31 in odd numbered years
 - ii. The chair shall be the national immediate past president, who shall serve as the member at large of the committee with voting rights.
 - iii. In addition to the chair, as designated above, the NEB shall consider individuals nominated by each division president.
 1. The division president shall consult with the respective division executive board in putting forth committee nominations and shall solicit a Curriculum Vitae or resume and Equity Statement from each nominee.
 2. Division Presidents shall put forth committee nominations for review by the NAFME Equity Committee, complete with Curriculum Vitae or resume and Equity Statement from each nominee.
 3. The Equity Committee shall provide to the NEB feedback on prospective

Nominating Committee nominees, through the lens of equity, utilizing a uniform methodology to be decided upon and implemented by the Equity Committee, as well as a Curriculum Vitae or resume and Equity Statement from each nominee.

- b. Committee Criteria: The selection process shall further support NAFME's goal to advance equity in music education and increase diverse representation in leadership.
 - i. The committee members shall be appointed to serve, consistent with the timeline stipulated under sections 2.a.i. and 2.d.3.a of this policy.
 - ii. The committee members shall be appointed to serve for the purposes outlined under section 2.d.
 - iii. The committee shall consist of seven appointees: one from each division and the chair.
 - iv. By consensus, all six of the NAFME divisions shall recommend two persons from their division as potential appointees to the committee.
 - v. The selection process shall consider people of diverse backgrounds (inclusive of but not limited to professional discipline and setting, communities of color, minority status, cultural and language perspectives, religious and spiritual beliefs, socioeconomic status, as well as sex, age, race, ethnicity, nationality, sexual orientation, gender identity, and ability. NAFME seeks to provide opportunities that enhance inclusion, build and support relationships with other NAFME committees, and encourage greater diversity within the membership and leadership of NAFME.)
- c. Qualifications for committee appointees
 - i. Shall be knowledgeable about the structure and function of NAFME.
 - ii. Shall be serving NAFME or have served NAFME in some leadership capacity.
 - iii. Shall be familiar with the responsibilities and duties of the office of National President/Board Chair.
- d. Committee Duties and Notifications.
 - i. The nominating committee will provide a list of candidates to the NEB; no less than 3, no more than 6, for the office of President-elect no later than March 31st, in the year preceding by forwarding its nomination report to the Office of the Executive Director.
 - 1. The Executive Director will forward the report, in its entirety, to the NEB noting timeline requirements necessary to fulfill this policy.
 - 2. The NEB will consider the report, adopt, or return to the nominating committee with comments or instructions, no later than May 1st in the year preceding the election.
 - 3. In the event that the NEB does not accept at least three individuals put forward by the nominating committee, the committee shall reconvene, as directed by the NEB, and offer an additional candidate(s) for consideration by the NEB.
 - a. This process will continue until at least three candidates have been approved by the NEB, provided however, that in the event the nominating committee is unable to offer at least three names in a timely manner for presentation to the National Assembly, the NEB reserves to itself the option to add candidates until it has a list of three for presentation to the National Assembly.
 - ii. In selecting the slate of candidates, the National Nominating Committee and the National

Executive Board shall consider people of diverse backgrounds (inclusive of but not limited to professional discipline and setting, communities of color, minority status, cultural and language perspectives, religious and spiritual beliefs, socioeconomic status, as well as sex, age, race, ethnicity, nationality, sexual orientation, gender identity, and ability. NAFME seeks to provide opportunities that enhance inclusion, build and support relationships with other NAFME committees, and encourage greater diversity within the membership and leadership of NAFME.)

- iii. In addition to soliciting names of candidates from the Division Executive Boards, the NEB, through the Office of the Executive Director, shall invite the entire membership to submit names for consideration by the nominating committee before February 28th of odd numbered years.
 1. All such names submitted shall be forwarded to the Committee Chair for consideration by that committee. In preparation for this submitting Candidates shall be asked:
 - a. to confirm their familiarity with the responsibilities and duties involved and their willingness to serve.
 - b. to submit the required candidate materials listed in section 3.e.
- iv. Duties of the Chair of the Nominating Committee
 1. Chair the committee
 2. Contact the final nominees and secure permission for submitting their names to the NEB.
 3. Instruct the nominees to contact their immediate superior for approval of the time commitment involved, outlining the commitments necessary to fulfill the duties of the office.
- v. The committee chair, acting on behalf of the National President/Board Chair, will invite the three to six individuals, as approved in 2.d.i. above to attend the National Assembly.
 1. Each such candidate, at a time and place designated in the official agenda of the Assembly, will be given the opportunity to address the delegates of the National Assembly, members of the National Nominating Committee who are present, official auditors, and guest at the Assembly.
 - a. Such candidates shall outline, in a presentation not to exceed 7 minutes, his or her vision for the Association and what she or he believes his or her role should be in accomplishing that vision.
 - b. Each candidate shall participate in a structured and moderated question and answer session before the Assembly heretofore mentioned.
 - i. Questions for this session will be determined by the nominating committee chair in consultation with the NEB. The process for developing the questions will draw on questions developed in the open call to members noted in 2.d.iv.c above.
 - c. Failure to be present will automatically disqualify the individual as a candidate.
 - d. At the end of the presentations and question and answer period above provided, if there are three or more nominees, delegates to the national assembly will be asked to rank the nominees as to their fitness to serve as National President/Board Chair by secret ballot. The results of that vote shall determine the two candidates to be presented to the membership.
 - i. In making their judgments as to fitness, delegates will be asked to consider diversity (inclusive of but not limited to professional discipline

and setting, communities of color, minority status, cultural and language perspectives, religious and spiritual beliefs, socioeconomic status, as well as sex, age, race, ethnicity, nationality, sexual orientation, gender identity, and ability. We seek to provide opportunities that enhance inclusion, build and support relationships with other NAFME committees, and encourage greater diversity within the membership and leadership of NAFME.)

- ii. Where a delegate is unable to attend, that delegate may appoint a proxy; providing that all such proxies have been approved by the Executive Committee of the board at least two weeks in advance of the vote.
- e. Tallied ballots will be reported to the National Executive Board. If the total number of votes for 1st and 2nd place is less than or equal to 50% of all votes for all candidates, then a runoff election will be held between the top three candidates. The 1st and 2nd place candidates in the runoff election will be the candidates for NAFME President-Elect. In the event of a 3-way runoff tie, runoff elections will continue until a 1st and 2nd place candidate has been determined. If the total number of votes for 1st and 2nd place is more than 50% of all votes for all candidates, then the 1st and 2nd place candidates are the candidates for NAFME President-Elect.
- vi. National President/Board Chair-elect Candidate Qualifications:
 - a. A candidate for National President-Elect/Board Chair-elect must embody a demonstrated commitment to music education and a capacity to lead which empowers the identities of all involved.
 - b. A candidate for National President-Elect/Board Chair-elect must be an Active or Life Member of NAFME and, if elected, must maintain such membership throughout the duration of their elected term.

3. Division President-elect committee and general procedures

a. Appointment

- i. The nominating committee shall be appointed by action of the Division Executive board no later than January 31 in year preceding the Division election.
- ii. The chair shall be the Division immediate past president, who shall serve as the member at large of the committee with voting rights.
- iii. In addition to the chair, as designated above, the Division Executive Board shall consider individuals nominated by each State Federated Association within the division.

b. Division Election Cycle:

- i. Elections will be held for the North Central, Southern, and Western Division Presidents-Elect in even-numbered years,
- ii. Elections will be held for the Eastern, Northwest, and Southwestern Presidents-Elect in odd-numbered years

c. Committee Criteria

- i. All six of the NAFME Division Nominating Committees shall consist of one member from each of the federated state associations in the division and one member-at-large, who will be the chairperson.
- ii. The selection process shall consider people of diverse backgrounds (inclusive of but not limited to professional discipline and setting, communities of color, minority status, cultural

and language perspectives, religious and spiritual beliefs, socioeconomic status, as well as sex, age, race, ethnicity, nationality, sexual orientation, gender identity, and ability. NAFME seeks to provide opportunities that enhance inclusion, build and support relationships with other NAFME committees, and encourage greater diversity within the membership and leadership of NAFME.)

- iii. The committee(s) shall convene at a time and place, which may be virtual, that meets the requirements of this policy.
- iv. Qualified Committee Members:
 1. shall be knowledgeable about the structure and function of NAFME and the Division.
 2. shall be serving the NAFME Division or have served the NAFME Division in some leadership capacity.
 3. shall be familiar with the responsibilities and duties of the office for which they are nominating the individuals.
- v. Committee Duties and Notifications:
 1. The Nominating Committees will provide a slate of two officers for consideration and adoption for any division election to the Division Executive Board before May 1st of the year preceding the election.
 - a. In the event that the Division Executive Board does not accept at least two individuals put forward by the nominating committee, the committee shall reconvene, as directed by the Division Executive Board an additional candidate(s) for consideration by the NEB.
 - i. This process will continue until at least two candidates have been approved by the Division Executive Board, provided however, that in the event the nominating committee is unable to offer at least two names by May 1st for presentation to the National Executive Board by the Division Executive Board, the Division Executive Board, shall add candidates until it has at least two candidates for submission to the National Executive Board at the NEB meeting immediately preceding the National Assembly.
 - ii. In the event that the National Executive Board does not accept at least two individuals put forward by the Division Executive Board, the Division President will take all necessary action to reconvene the Division Board, which may be virtual, to offer an additional candidate(s) for consideration by the NEB.
 1. This process will continue until at least two candidates have been approved by the NEB. Provided however, that in the event the Division Executive Board is unable to offer at least two acceptable names by September 1st of the year preceding the election for presentation to the National Executive Board, the NEB, in consultation with the Division President, reserves to itself the option to add candidates until at least two candidates are approved for submission to the membership for vote, no later than November 1st of the year preceding the election.
 - b. In selecting the slate of candidates, all six of the NAFME Division Nominating Committees and the National Executive Board shall consider people of diverse

backgrounds (inclusive of but not limited to professional discipline and setting, communities of color, minority status, cultural and language perspectives, religious and spiritual beliefs, socioeconomic status, as well as sex, age, race, ethnicity, nationality, sexual orientation, gender identity, and ability. NAFME seeks to provide opportunities that enhance inclusion, build and support relationships with other NAFME committees, and encourage greater diversity within the membership and leadership of NAFME.)

- c. In addition to soliciting names of candidates from the State Federated Associations, the Division Executive Board, through the NAFME Office of the Executive Director, shall invite the entire Division membership to submit names for consideration by the nominating committee before February 28th of the year preceding the election.
 - i. All such names submitted shall be forwarded to the Committee Chair for consideration by that committee.
 1. to confirm their familiarity with the responsibilities and duties involved and their willingness to serve.
 2. to submit the required candidate materials listed in section 3.e.
- d. The Division President on behalf of the Division Executive Board shall submit the two names to the National Executive Board no later than November 30th. Once two names are accepted, the nominations are closed.

vi. Duties of the Chair of the Nominating Committee

1. Contact the final nominees and secure permission for submitting their names to the Division Executive Board and the NEB,
2. Instruct the nominees to contact their immediate superior for approval of the time commitment involved, outlining the commitments necessary to fulfill the duties of the office.

d. Division President-elect Candidate Qualifications:

- i. A candidate for Division President-Elect must embody a demonstrated commitment to music education and a capacity to lead which empowers the identities of all involved.
- ii. A candidate for Division President-elect must be an Active or Life Member of NAFME and, if elected, must maintain such membership throughout the duration of their elected term.

e. National and Division Required Candidate Materials: Candidates shall submit the following materials for review by the corresponding Nominating Committee.

- a. A biography/curriculum vitae or resume including current position, title, and professional background**
- b. Responses 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. An Equity Statement**
- d. Leadership Statement**
 - i. The total word count of written response to 3.a and 3.b shall not exceed 1,000 words.
- e. An electronic copy of a professional-quality preferred photo (optional)**
- f. No more than five one-page letters of support from professional colleagues.
- g. Candidates for National President **only** must supply a letter from their employer indicating support for the candidate assuming the responsibilities of NAFME National President and expressing willingness to execute a memorandum of understanding with NAFME, to this effect, should the candidate be elected.

*For those candidates selected to advance in the process, materials denoted with ** will be included on the NAFME website, prior to a vote of the NAFME membership.*

Scope

Nomination of candidates for National President/Board Chair-Elect and Division Presidents-Elect

Definition

- Auditors: Such State MEA Officers or Employees as shall be accepted as auditors by the National President/Board Chair
- “NEB” in this policy refers to the National Executive Board
- NASS means the National Assembly
- The word Board refers to either the NEB or the appropriate Division Executive Board
- Nominee and Candidate are interchangeable
- Convene: meet in person or virtually
- Committee as used herein means the National Nominating and Appropriate DIVISION Nominating Committee
- Attendance at NASS of National Nominating committee as referred herein does not include budgeted travel for committee members to the National Assembly. There is no obligation of NAFME to budget or provide for the committee to attend the NASS

References

Approved By:	NEB, January 4, 2013- original date of inclusion in codified policies
Date of Last Revision:	September 14, 2022; February 25, 2021; March 30, 2019

History: Originally approved November 1982 and April 1983. Amended in April 1988 and April 1991. Revised in September 1999, March 2000; October 2002; July 2005; October 2005, September 2008, March 2011; January 2013; November 2014; January 2017; February 2021.

September 14, 2022 – Revised and approved on September 14, 2022, in efforts to streamline and clarify procedures.

February 25, 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.

March 30, 2019- Motion carried to *adopt the Nominations, Presidents-Elect, National and Division policy revisions as presented* (Revisions to "Procedures", Sections 1-5) Additional motion carried to *approve the NEB to revisit the elections and nominations policies after one full election cycle, in March 2020, to affect only the National President election.*