

Board Member Election Policy
Version 10 / Last Amended 6/25/2025

- I. Purpose
 - A. This procedure is used to elect the NAIGC Board.
- II. Eligible Voting Clubs
 - A. Each member club as defined in the Club Membership Policy receives one vote.
 - 1. Any club that becomes a member club while the election is open will receive a ballot
 - 2. If the election opens before the closing of registration for NAIGC National Championships, Voting Clubs from both the current year and the prior year will be given a ballot
- III. Terms
 - A. Unless otherwise specified in this policy, new Board Members will be elected to three year terms.
 - B. There will be a total of 12 Board Members on the Board, in the absence of ties (see relevant section below), with staggered terms. Barring any unexpected vacancies, four Board Member positions will be available every year.
- IV. Application and Candidacy
 - A. Anyone may apply for the NAIGC Board through an online application.
 - B. Recommended information in the application:
 - 1. Past leadership experience
 - 2. Skillsets or networks that would be beneficial for the organization
 - 3. Goals for serving
- V. Timeline
 - A. The Development Committee will open the Nomination Committee application by July 1st and conduct an initial review of candidates
 - B. The Board, in consultation with the Development Committee and Operations Leadership Team will seat the Nomination Committee by September 1st
 - 1. The Operations Leadership Team may veto the selection of any Nomination Committee member by a 2/3 vote within one week of Board approval
 - C. The Policy Committee, in consultation with the Development Committee and Operations Leadership Team, shall propose to the Board a full election timeline for approval by October 1st
 - 1. This proposal must include a list of what membership engagement actions will be taken while the election is open in order for the election to be valid
 - D. The Development Committee and Operations Leadership Team will help keep the Nomination Committee on track to hitting the election timeline
 - 1. A member of the Operations Leadership Team and the Development Committee who are not applicants in the current election cycle will be invited as optional to all meetings of the Nomination Committee
 - E. All election procedures and timelines will be announced to the NAIGC membership at the opening of the application period.

- F. The application form should be available for at least 2 months.
 - 1. The Nomination Committee will be responsible for organizing the recruitment of Board applicants with the help of the Board, Operations Leadership Team, and the Regional Representatives. It is expected that all parties play an active role in Board recruitment.
 - 2. It is recommended that there be at least 50% more candidates than open seats before closing the application form
 - 3. If it is deemed beneficial, the Nomination Committee, with approval from the Board may extend the application period.
 - a) If this is done, the new election timeline must be communicated to the membership within 48 hours of the previous application deadline.
- G. The Nomination Committee will present the candidate endorsements to the membership prior to the election opening.
- H. The Nomination Committee will administer the election.

VI. Nomination Committee

- A. Convening of the Nomination Committee
 - 1. Anyone who is eligible may apply to the Nomination Committee through a form determined by the Development Committee.
 - a) Once appointed, Nomination Committee members may continue to serve on the committee until they choose to no longer do so or are removed by the Board
 - b)
 - 2. The Development Committee is responsible for recruiting members for the Nomination Committee. The current Nomination Committee, Operations Leadership Team and the Board are expected to play an active role in assisting with recruitment.
 - 3. Members of the Nomination Committee will be appointed by the Board.
 - a) The Nomination Committee may not include anyone running in the upcoming election, or the Director of Operations
 - (1) If a member of the Nomination Committee chooses to run in the Board Member election, they must remove themselves from the Nomination Committee before applications open
 - b) It may include Board Members, but they must be a minority on the committee (less than half).
 - c) The Nomination Committee will have no more than 10 and no fewer than 6 members.
 - d) It is recommended that the Nomination Committee include at least one of each of the following:
 - (1) A current Board Member
 - (2) A current student member of an NAIGC club
 - (3) A current community member of an NAIGC club
 - (4) Current NAIGC coach
 - (5) An operations leader such as a Team Lead or Department Head
- B. Nomination Committee Procedure
 - 1. The Nomination Committee will be led by a Chair who will be elected by the committee and report to the Development Committee Chair.

2. The Nomination Committee will consult the Operations Leadership Team and Board about desired skill sets, and upcoming Board goals.
3. The Nomination Committee will conduct meetings and interviews at its discretion and conclude by endorsing a subset of candidates for specific skill sets, qualifications, availability, diversity, or other criteria proposed at the Nomination Committee's discretion.
4. No information about candidates, including the list of candidates, will be shared outside of the Nomination Committee prior to the release of the Nomination Committee's endorsements

C. Endorsements

1. The Nomination Committee should endorse at least 50% more candidates than available positions. There is no limit to the number of endorsements the Nomination Committee provides.
2. Endorsed candidates will be presented equally. There are no tiers of endorsement.
3. The Nomination Committee will include justifications of each candidate endorsement which will be made public to the membership.
 - a) Candidate endorsements should be fact-based and reference materials which are readily available to the membership including relevant application information, resumes, and previous NAIGC volunteer experience.
4. Endorsed candidates will be indicated on the official ballot, with further details on the Nomination Committee's endorsements made available on the ballot.
- 5.
6. The Nomination Committee may provide a recommendation to non-endorsed candidates on how they can improve their application in the future or why they were not endorsed at this time.

VII. Election Procedure

- A. Voting members will rank candidates in order of preference with "1" being most preferred, "2" being second-most preferred and so forth.
- B. Election results are calculated through a standard multi-seat instant runoff model.
- C. In the case of a tie for the final seat available during the tallying process, all tied Candidates will be elected as Board Members.
- D. In order to close the election, the membership engagement requirements approved in V.C.1 must be fulfilled.
- E. In the event of a Board Member vacancy for any reason (inactivity, removal, resignation, unfilled election spot), the Board, in consultation with the Operations Leadership Team, may approve a new Board Member directly, waiving the requirement for a membership election.
 1. The Operations Leadership Team may veto the selection of any Board member seated through this mechanism by a 2/3 vote within one week of Board approval.

VIII. Records

- A. The NAIGC shall keep on file a record of all voting data from the election – to be used in reviewing the relevance and effectiveness of the election procedure.
- B. The voting procedure will be anonymous; at no point shall the NAIGC keep records of how individual clubs voted.

IX. Amendments

A. This document may be amended by the NAIGC Board.

Document Revision History

Version/Date	Author	Change/Reason
Version 4.0	Ben Johnson, Michael Martoccio, Tim Michaels	• Update language for online nominations • Clarification of Student Directors • We changed the Yes/No requirement for voting and replaced it with section
Version 5.0 / 3/10/2016	Ben Johnson	Updated language on in-person nominations Section III, giving the President the option to close the nomination period in advance of the annual me. Individuals not affiliated with an NAIGC club can now nominate themselves (as opposed to being nominated by an affiliated member). Made minor clarifications throughout the policy.
Version 6.0 / 02/01/2017	Karen Heilman	• Minor wording changes for clarification. • Removed references to regional reps due to the addition of regional coordinators. • Removed “Five regional director positions are reserved for the highest-scoring candidates from each of five geographic regions, described in detail later in the procedure.” from summary. • For diversity added that a minimum of half the regions must be represented by the directors on the board. • Changed responsibility of running the election from directors in the middle of a two year term to the President. • Added expectation of a video in addition to a written statement (and instead of impromptu speaking at the election). • Added that member clubs not attendance would be able to vote and that the election will remain open for a period of time after the meeting. • Added “If online ballots are used and at-meeting nominations occur, the Board of Directors shall have a computer and/or volunteer available to add them to the ballot.” • Changed “If at any time within three weeks prior to the annual meeting the President deems that a sufficient number and quality of candidates have been nominated in advance, he/she may publicly announce a specific nomination closure time, after which no additional nominations will be accepted. The end of the

		nomination period will be the announced closure time, which must be at least 48 hours after the time of the public announcement, or at the end of the annual meeting, whichever is sooner.” to “The nomination period will automatically end the Wednesday the week of Nationals, unless the President deems it beneficial to reopen the nomination period. If the nomination period is reopened, it will remain open until the beginning of voting at the annual meeting.” And changed subsequent related sentences in the procedure section. • Added “If the President deems it possible, the election of regional coordinators shall occur simultaneously with the election of the Board of Directors. The election shall occur in accordance with the Regional Coordinator Policy.” • Added: “If fewer than half the Geographic Regions (as defined by the Regional Coordinator Policy and determined using the Regional Affiliation field on the ballot) are represented by the directors elected using the above method, the next highest scoring candidate who met the “approval” criterion from an unrepresented region shall be declared a director. This process will repeat until at least half the geographic regions are represented by the elected directors.” • Added process for mid-year elections. • [Note for future: we discussed term limits and decided a few things. 1.Limiting the number of directors with x years seniority OR limiting the number of directors that are not active members of an NAIGC club may be a good way to get in new blood without losing strong directors. 2. Future term limits would need to be fairly long due to the learning curve to get up to speed (i.e., an average director wouldn't hold an officer position until year 2 or 3 and wouldn't run for President until year 3 or 4. For continuity having people in officer positions for 2 or 3 years is advantageous.) 3. We need a stronger recruiting process before implementing term limits to ensure we aren't shooting ourselves in the foot.]
Version 7.0 / 12/06/2017	Ashley Ross	Following policy committee meeting discussion on 11/15/17, made the following changes: • Updates regarding the timeline of the nomination and election period • Updates to wording regarding ballots and score calculation to accommodate both paper and electronic ballots

		- Added wording to indicate that ballots would be updated if nominations occurred after ballots had been generated, for consistency with nomination and election timeline as well as to accommodate electronic and paper ballots - Updates regarding length of videos/speeches for consistency - Updates regarding ballot distribution to accommodate electronic ballots and an election period which may begin prior to the annual meeting
Version 8.0 / 2/14/2020	Kyle Thackston	Complete rewrite to accommodate restructuring
Version 8.1 4/6/2020	Ryan Bradley	- Factor out overview into individual sections - Add section for election organizer - Add section for eligible club - Add language for regional representative elections
Version 8.2.1 12/13/2020	Policy Committee	- Revised deliverables for the Nomination Committee to include candidate endorsements, not approval for the election ballot. - Added Endorsements section detailing expectations and recommendations for endorsements made by the Nomination Committee.
Version 8.2.2 2/21/21	Policy Committee	- Revised Board Member count and term lengths from 9 members with 3-year terms to 12 members with 8 2-year terms and 4 1-year terms. - Added recommended length of application period. - Included exception for Regional Rep applicant eligibility. - Detailed procedure for handling 2 and 1-yr term preferences on application. - Removed out of date references from Special Election procedure.
Version 8.2.3 3/28/21	Policy Committee	- Revised Election Procedure, Ballot, and Special Elections sections to use a multiple-winner Ranked Choice Voting mechanism vs score voting. - Election Procedure details how the ranked ballots are tallied, how candidates either win a seat or are eliminated.
	Policy Committee	- Cleaned up regional rep eligibility language - Added ops leaders to nomination committee suggested list - Added quorums for board and regional rep elections
Version 8.2.4 9/21/2022	Policy Committee	- Minor wording changes for clarification. - Added team lead or department head as recommended member of nomination committee

		- Added that a quorum of 50% of eligible clubs must vote in board member elections; if not, the deadline for the election will be extended - Added that a quorum of 40% of eligible clubs must vote in regional representative elections; if not, the deadline for the election will be extended - Removed write in option on ballots for board member elections
Version 9.0 6/14/2023	Policy Committee	- Updated language to reflect 3-year terms for Board members instead of 1-2 year terms - Minor wording changes for clarification
		- Minor wording changes for clarification - Added language specifying the Outreach DH will specify a representative if a region does not have a Regional Coordinator - Removed V.A.2.: “The Development Committee will work year-round to identify skill gaps in the Board and recruit potential applicants.” This is already stated in LP&D. - Changed wording to allow grad students to be RRs - Removed VII.A. Overview of the Nomination Committee as all the language in this section is already included elsewhere in the policy. - Removed VII.B. “During the time between the Nomination Committee formation and the presentation of the endorsed candidates to the Board (approx. 2-3 months), the Nomination Committee will vet - through a series of meetings and interviews - potential candidates to be endorsed for the NAIGC Board.” since this language is already included elsewhere in the policy. - Added XI. Transition Procedure for the 2024-2025 Board Election
Version 9.2	Tim Michaels	Added language that if election happens before Nationals, eligible club members from either the current year or the prior year may vote in the election
Version 9.3 2/7/2024	Policy Committee	- Minor wording changes for clarification - Removed all references to Regional Representative elections - Changed name of policy from Board Member and Regional Representative Election Policy to Board Member Election Policy - Updated responsibilities of Election Organizer to specify they are responsible for administering election through Election Buddy and removed the statement specifying the Election Organizer should appoint a Moderator who

		runs the election meeting since we do not have an election meeting.
Version 9.4 6/12/2024	Policy Committee	• Removed II. Election Organizer. The election will now be administered by the chair of the Nomination Committee • Added more detailed information on timeline of Nomination Committee • Shifted management responsibility of Nomination Committee from the Development Committee to OLT
Version 10 6/25/25	Policy Committee	• Removed requirement for a quorum during the election. Instead each year, the Policy Committee must propose voter communication requirements that must be true for the election to close • Changed Development Committee + OLT to be the accountable party for NomComm to hit the timeline ◦ One member to be invited as optional to all meetings and be included on listserv • Clarified that board recruitment will be led by NomComm but is the responsibility of NomComm, Board, OLT, and RRs • Changed requirement of NomComm to endorse at least 50% more candidates than open positions and that there be no tiers of endorsement • Gave power to the board to fill vacancies directly • Added OLT veto for NomComm members and filing board vacancies • Removed specifics of multi-seat ranked choice voting