

NAIGC Officer Election Policy

Version 5.2 / Last Amended 1/24/2024

- I. Purpose
 - A. The purpose of this policy is to facilitate the election of officers within the NAIGC Board.
- II. Timeline, Terms, and Procedures
 - A. The dates for the officer elections should be announced at least two weeks before the elections begin, and all officers should be elected no later than July 1 following the annual Board Member election.
 - 1. After the nomination period closes, if only one Board Member has been nominated for President, voting may commence the following day, regardless of the original election date. If that Board Member is elected, the elections for subsequent officer positions may be rescheduled earlier. The updated timeline should be announced within the organization.
 - B. Officers shall be elected sequentially over a period of several days, with at least one day in between each election for ballot changes.
 - C. NAIGC officer positions shall be elected by Board Members of the newly elected incoming Board by an anonymous vote in accordance with the NAIGC Voting Policy.
 - D. NAIGC officer terms begin July 1 and run until June 30 one year later.
 - E. All NAIGC officer positions have a consecutive term limit of six years.
 - F. Officer positions, which can only be held by Board Members of the upcoming fiscal year, shall be elected in the following order:
 - 1. President
 - 2. Vice President
 - 3. Treasurer
 - 4. Secretary
 - G. A Board Member may hold only one officer position at a time.
- III. Nominations
 - A. Any incoming Board Member may nominate themselves or any other incoming Board Member for an officer position in writing.
 - B. Written nominations should include any pertinent information as to why the candidate is being nominated for the given position, such as qualifications and experience.
 - C. Nominations should be accepted as soon as possible, but no later than when the voting opens for that officer position.
- IV. Presidential Election
 - A. All Board Members interested in running for President must announce their intention to run for President one week before the election.
 - B. This announcement should include at least the following:

1. Qualifications
 2. Description of leadership style
 3. Statement of goals to be accomplished over the coming year
 4. Statement of a long-term vision for the NAIGC
- C. In the case of a tie in the Presidential election
1. Conduct a revote
 - a) Any candidate not tied will be removed from the ballot
 - b) At least one week will be allowed before the revote, and candidates will have the opportunity to address board members in whatever format the election administrator deems appropriate.
 2. If the candidates remain tied, (regardless of how many people are tied or whether the outgoing President is included in the tie), a challenger will be declared the winner. If multiple challengers are tied, the outgoing President shall cast the deciding vote.
- V. Election of Vice President, Secretary and Treasurer
- A. Board Members interested in the Vice President, Secretary and Treasurer positions are encouraged to announce their intention to run for an officer position one week before the election.
 - B. This announcement is encouraged to include items 1-4 listed in section IV.B.
 - C. In the case of a tie in the vote for Vice President, Secretary or Treasurer, the incoming President shall cast an additional deciding vote.
- VI. Officer Vacancies
- A. The case of a Presidential vacancy is addressed in Leadership Powers and Duties Policy.
 - B. In the case of a non-Presidential vacancy, the President may appoint an interim officer to fill the position.
 - C. A vacancy will be filled by the Board holding a special election following the election procedure outlined above, with nominations opening at the earliest time possible.
 1. If multiple vacancies occur at the same time, positions should be filled in the order specified in Section II.F.
- VII. Amendments
- A. This document may be amended by the NAIGC Board.