



Appendix 8: Nomination Process for NAA Officers

1. The Nominating Committee will be appointed as described in the committee section in **Appendix 11** and announced at the January Board meeting. After the Nominating Committee convenes its first meeting, no member of the Nominating Committee may be nominated for that year's slate of Officers by the committee. The Nominating Committee will have their first scheduled meeting no later than Advocate/March each year.
2. **Outreach:** At the Assembly meeting, held in conjunction with Apartmentalize, the Chair of the Nominating Committee shall explain the nominating process. On or before July 1, NAA staff shall email all Delegates, Alternates, members of the Board of Directors to inform them that Applications for officer positions are available.
3. **Application & Nominations:** All new individuals wishing to be considered for an officer position will complete an application and submit it to NAA no later than July 31. ***No applications will be accepted after that date.** Current Officers who wish to remain on the Executive Committees shall complete a Declaration by Current Officers Form. The Chair-Elect automatically becomes Chair of the Board the following year; nominations will not be accepted for Chair of the Board.
4. **Nominating Committee Authority:** The Nominating Committee has the sole discretion to decide what information is pertinent to the decision-making process provided it is consistent with the Bylaws and Policies and Procedures. They may request information from either staff or the candidates. They may also set or limit the type of information that will be reviewed, including but not limited to resumes and letters of recommendations.
5. **Announcement of Applicants:** Delegates will be notified of all applicants for officer positions no later than August 31st of each year.
6. **Review and Recommendation by Nominating Committee:** The Nominating Committee will review all applications and recommend a slate of officers.
 - a. They may reject any applicant they feel does not meet the qualifications.
 - b. They will conduct personal interviews for all applicants that are not rejected.
 - c. They will use the following guidelines in establishing a recommended slate:
 - d. Candidate's prior participation in NAA and/or their local affiliate.
 - e. Candidate's recognized role in NAA, the industry and Civic/Social activities.
 - f. Members of the Committee are expected to attend each meeting and participate in the interview and nomination process. Candidates selected must

have 10 committee votes to be appointed to the slate of officers. No proxy votes will be allowed.

- g. The Committee will announce the recommended slate of Officers to the Assembly of Delegates 30 days prior to the AOD meeting.

- 7. **Additional Nominations:** Any Delegate may nominate a candidate, who meets the qualifications of an officer, for any office in NAA except the Chair of the Board, after the slate of officers has been reported to the Delegates, by submitting a petition in writing signed by at least ten (10) voting Delegates to the Chair at least 10 days prior to the annual meeting. No nominations will be accepted from the floor.

Duties and Responsibilities of Officers/Executive Committee

The Executive Committee duties and responsibilities are as follows:

- a. The actions of the Executive Committee shall at all times be consistent with the Bylaws and Policies & Procedures of the Association and are subject to review and approval by the Board of Directors.
- b. Coordination and management of the affairs of the Association between meetings of the Board of Directors.
- c. Upon discovery that an affiliated association has operated in violation of the Association's Bylaws and/or Policies & Procedures, the NAA President and the Executive Committee shall communicate with the affiliate to attempt to bring the affiliate into compliance. If that effort is unsuccessful, the matter will be referred to the NAA Board of Directors for action.