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### NOMINATIONS AND ELECTIONS INFORMATION

**CANDIDATE QUALIFICATIONS**

In addition to being an NCDA member in good standing, ideally, candidates should have the following qualifications:

* President-elect-elect candidates ideally should have served on the board before assuming the president-elect-elect position. The candidates must also have 6 consecutive years of membership with NCDA before candidacy.
* Trustees ideally should have been in leadership in NCDA or other organizations. For Constituency Trustees, an applicant’s primary workplace setting must match the proposed constituency to properly advocate for them to the board. All Trustee candidates must have 2+ years of NCDA membership.
* Treasurer candidates must have previous budgeting and financial experience.
* ACA Governing Representative must be a member of ACA and NCDA. NCDA Past Presidents are considered first and if one isn’t interested, additional ACA/NCDA members with leadership experience will be recruited.

More detailed responsibilities for each position are include in the [NCDA Policy and Procedures Manual](https://ncda.org/aws/NCDA/asset_manager/get_file/285767). Any member in good standing may make nominations and self-nominations are welcomed. Nominees must be members in good standing who have participated in NCDA activities, including the committees, Board of Directors, or other work groups within NCDA.

The nomination should be made using the [2022 Nominations Application Form](https://ncda.org/aws/NCDA/asset_manager/get_file/635274).

# The Committee may select up to three potential candidates for each office by screening those that show interest or are nominated by a member in good standing. Serving on the NCDA board is a great honor and the committee should make possible every opportunity for those interested members to run for one of the positions. The following should be considered when narrowing the slate to three candidates per office.

**NCDA Membership** – For the position of the President Elect-Elect, this person has been an NCDA member for six consecutive years and in good standing. For all other positions on the NCDA board, a member needs to have been a member for two consecutive years and a member in good standing.

**NCDA Committees/Task Forces/Editorial Boards** – While this is not a requirement, it is highly desirable to have a member who has served in some capacity in NCDA to give them an understanding and insight into the association.

**Career/Professional Experience** – the member running should be working in the career development field. This may look different for each candidate as one may be in human resources, private practice, a counselor educator, research, career or school counselor or any field where they are active in career development.

**Volunteer on an Association Board –** Members should have served on some type of board before being elected to the NCDA board to give them experience. This does not have to be a career development association board affiliated with NCDA but can be any type of board or association.

**Nomination Deadline** – All members who want to run for an elected position or are nominated needed to express interest to the appropriate NCDA contact by the election timelines below or they will not be eligible to run this election year.

**Completed Paperwork and Deadlines** – Members who are nominated must complete all requirements needed to run for the NCDA board. These requirements are stated above and must be sent to the appropriate person by the deadline. If items are not received, the person may not be eligible to run.

The Nominations and Elections Committee will make a recommendation to the Board with their proposed slate. The Board will approve and send it on to the members at the Annual Meeting in June.

During the Annual Meeting at the conference, a slate of nominees for each of the open board position shall be presented to the members.

Each candidate for president-elect-elect is required to give up to a three-minute speech at the Annual Meeting.

After presentation of all candidates, the members at the Annual Meeting will vote to narrow each office down to just two candidates. Once the runoff vote is confirmed, elections will open and will remain open for six weeks.

After the conference, online voting will be opened to the rest of the membership. No paper ballots will be mailed. If a member is requesting a paper ballot, the management team will accommodate and validate the ballot using the members’ ID number to ensure they are eligible to vote.

No candidate shall perform or endorse campaigning prior to or during the nominations and election procedure. Those parties who do not abide by this policy will be declared ineligible by the Nominations and Elections Committee and their names will be deleted from the ballot.

In following with ACA guidelines, candidates are prohibited to campaign. The use of personal funds or any kind of informal campaigning, such as dissemination of letters, is not allowed. No funds may be appropriated or accepted by any candidate. No ads or articles about the candidates may be run in any NCDA publication. Oral information about individual candidates is to be confined to personal communications among members, not involving organized campaign speeches, telephone trees, broadcast e-mail messages, web sites, social media and other activities, which may be construed as campaigning. Candidates, friends of candidates, and colleagues of candidates may not distribute or mail campaign literature of any kind. At state or regional meetings, the names of all candidates for an office may be announced and if one or more of the candidates are present, they may be asked to stand and be recognized. They may not speak about their candidacy or as a candidate in front of a group.

Appeals: A defeated candidate may petition the Nominations and Elections Committee, which will review the appeal and make recommendations to the Board of Directors.

This year’s timeline:

Announcement Made on NCDA Website: November 15, 2021

Deadline for Submissions: December 20, 2021

Board Approval of Slate: February 2022

Slate Narrowed to 2 per office: Annual Membership Meeting June 2022

General Election: June – August 2022 (6 weeks)

Voting Deadline: August 15, 2022

Candidates Notified of Results: August 16-30, 2022

Election Results Posted: August 30, 2022

Terms\* Begin: October 1, 2022

\* ACA Governing Representative term follows the ACA Fiscal year: July 1, 2023 – June 30, 2026