

## **2019 Nomination Policy & Election Timeline**

Our Policy on Officer Nominations is available at [www.sbana.org/governance](http://www.sbana.org/governance). The purpose of the nominations policy is to describe how candidates for possible inclusion in our slate of officers (the “candidates”) are selected. The nominations policy was approved by the existing Executive Committee and is administered by the Nominating Committee.

### **Minimum Requirements**

Each candidate must possess at least the following specific minimum qualifications:

- Each candidate must be a member in good standing with SBANA;
- Each candidate must be a financial member in good standing with CAUAA, Inc.;
- Each candidate must be a graduate of Clark College, Clark University, Atlanta University, or Clark Atlanta University;
- Each candidate should exhibit integrity, excellent leadership qualities, commitment and dedication to SBANA and the University;
- Each candidate must be prepared to participate fully in board activities, including active membership on at least one board committee and attendance at, and active participation in, meetings of the board and the committee(s) of which he or she is a member.

### **Desirable Quality and Skills**

In addition, the Nominating Committee also considers it desirable that candidates possess the following qualities or skills:

- Each candidate should contribute to the board of directors’ overall diversity — diversity being broadly construed to mean a variety of opinions, perspectives, personal and professional experiences and backgrounds, such as gender, ethnicity differences, as well as other differentiating characteristics;
- Each candidate should contribute positively to the existing chemistry and collaborative culture among board members; can analyze and ask questions at a strategic level; provide and seek constructive feedback; exhibit strong listening skills
- Each candidate should possess professional and personal experiences relevant to their

position. At this stage of our development, relevant experiences might include, among other things, entrepreneurial experience, corporate event planning experience, mid-senior level marketing experience, mid-senior accounting experience, and experience in one or more of the following areas:

Non-profit/corporate fundraising, sales and marketing, organizational development, information technology, communications, and public relations.

### Process for Identifying Candidates

The Nominating Committee identifies candidates by those proposed by members, and solicits ideas for possible candidates from recommendations of the Board.

### Officer Slate for 2019

- Vice President
- Second Vice President
- Treasurer
- Corresponding Secretary
- Financial Secretary

### Term Length

2 years

### Timeline

<b>2019 Nomination and Election Timeline</b>	
Tuesday, April 16, 2019	2018-19 financial members as of Monday, April 15, 2019 will receive the 2019 Nominations Policy and Election Timeline, Officer Nomination form, and paper ballot request form via email.
Tuesday, April 16, 2019, 11:59 p.m. EST	Deadline to submit form requesting a paper ballot.
Tuesday, April 16 – Saturday, April 27, 2019, 11:59 p.m. EST	All financial members may nominate themselves; an alumnus/alumna of the School of Business Administration (CAU, Clark College, Atlanta University, Clark University); or be nominated for any office.
Sunday, April 28, 2019	Nominees will be notified of their eligibility or ineligibility, via e-mail.

Monday, April 29, 2019	<ul style="list-style-type: none"> <li>• Ballots (electronic and paper) will be created.</li> <li>• Paper ballots and candidate information mailed to members who requested by deadline <b>(April 16)</b>.</li> </ul>
Tuesday, April 30, 2019	Members eligible to vote will receive candidate information and electronic voting instructions via email.
Tuesday, April 30, 2019	<b>Electronic voting opens.</b> All paper ballots must be postmarked and received no later than <b>May 10, 2019</b> .
Sunday, May 12, 2019, 11:59 p.m. EST	Electronic voting closes.
Monday, May 13, 2019	Ballots (paper and electronic) will be officially counted.
Tuesday, May 14, 2019	Elected officers will be notified at this time.
Thursday, May 16, 2019 (Annual Meeting)	Election results announced at annual meeting and posted on website, e-mail blast and mailed to paper ballot voters.

**Nominating Committee Contact Information**

Ms. Marie Whitworth, Vice President & Founding Member

Email: [election@sbana.org](mailto:election@sbana.org)