

2020 Nomination Policy & Election Timeline

Our Policy on Officer Nominations is available at www.sbana.org/governance. The purpose of the nomination 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; and
- 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, social media, 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 2020

- President
- Recording Secretary
- Parliamentarian
- Chaplain

Term Length

2 years (2020-2022)

Timeline

UPDATED 2020 Nominations and Election Timeline	
Friday, May 1, 2020	2019-20 financial members as of Friday, May 1, 2020 will receive the 2020 Nominations Policy & Election Timeline, and Officer Nomination form.
Saturday, May 2, 2020 – Friday, May 15, 2020, 11:59 p.m. EST	<u>All financial members may nominate themselves; an alumnus/alumna of the School of Business Administration (CAU, Clark College, Atlanta University, Clark University);</u> or be nominated for any office.
By Tuesday, May 19, 2020, 11:59 p.m. EST	Nominees will be notified of their eligibility or ineligibility, via e-mail.
Saturday, May 23- Monday, May 25, 2020*	Ballots will be created.
CANDIDATE CAMPAIGNING BEGINS: Sunday, May 24, 2020* <i>via email and social media</i>	

Monday, May 25, 2020*	Members eligible to vote will receive candidate information and electronic voting instructions via email.
Tuesday, May 26, 2020*	Electronic voting opens.
Thursday, June 11, 2020, 11:59 p.m. ET	Electronic voting closes.
Friday, June 12, 2020	Elected officers will be notified at this time.
Saturday, June 13, 2020	Election results announced via emailing to financial members

***UPDATED DATES**

Nominating Committee Contact Information

Email: election@sbana.org