



## **2026 Chapter Guide to the National Board Elections**

April 8, 2026

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## Date, Time and Place of Elections

Elections for the NACE National Board will be held on Sunday, August 2, 2026 during the Experience Conference for Catering & Events in New Orleans, Louisiana. Information on Experience can be found at [www.nace.net/experience](http://www.nace.net/experience).

## Actions Required by Chapters

- Chapter Board members should read and be familiar with this packet.
- Appoint Chapter Delegates to vote in the National Board elections.
  - Your Chapter Board should approve all Chapter Delegate appointments during a board meeting as recorded in the meeting's minutes.
  - Complete by your June Board Meeting
- Report Chapter Delegates to National Headquarters
  - Use the online form on [www.nace.net/elections](http://www.nace.net/elections).
  - Submit by July 3
- Communicate requirements and expectations to your Delegates.
  - Use Page 6
- Manage proxy voting and ensure proxy forms are submitted.
  - See Page 4 for details
  - Submit by July 20
- Send at least one chapter board representative the Experience Conference.
  - A copy of the Experience Attendance Policy can be found at [www.nace.net/elections](http://www.nace.net/elections)
  - Register by May 5 for Early Bird Registration discount

## Election Timeline

- |                               |  |
|-------------------------------|--|
| • May 15, 2026                | Headquarters calculates Delegate allocations   |
| • May 15, 2026                | Chapter Delegate allocations provided to chapters  |
| • June 3, 2026                | Final list of National Board candidates announced  |
| • July                        | Member and Delegate Engagement by Candidates   |
| • July 3, 2026                | Deadline for Chapter Delegate submission to National HQ  |
| • July 20, 2026 at 5:00 PM ET | Deadline for Proxy form submission   |
| • August 2, 2026              | Candidate Meet & Greet, Town Hall, and Elections<br>(Mandatory for all delegates at the Experience Conference) |

## Nominations and Elections Web Page

Information on the nominations and elections process will be posted at [www.nace.net/elections](http://www.nace.net/elections) and will be regularly updated.

## Announcement of Candidates

Candidates will be announced to membership on June 3, 2026 by electronic mail and at [www.nace.net/elections](http://www.nace.net/elections).

## Delegates

### What are Chapter Delegates?

Pursuant to NACE bylaws, NACE uses a delegate system for conducting votes of membership. Delegate voting is a representative voting system where Chapter Delegates, appointed by their chapter board, cast votes on behalf of the chapter's membership. **Chapter Delegate(s) cast votes in a manner that best represents the constituents of their chapter. Some Chapters' Delegates discuss and agree to vote for candidates unanimously prior to elections, while other Chapters' Delegate(s) make their voting decision on-site.**

### How Many Delegates Does a Chapter Get?

Chapters are allocated one Chapter Delegate per 25 Primary Chapter Members in good standing, rounded up. "In Good Standing" means that a member's dues are current and the member is not subject

to any suspension or removal proceedings. Membership dues are considered current if the member (a) has paid dues in full; (b) is on a payment plan; or (c) is in the grace period. Per National Bylaws, Delegate allocations are calculated using membership data as of May 15, 2026.

### What are the Duties and Expectations of Chapter Delegates?

Delegates are expected to:

- View the Delegate Orientation video at [www.nace.net/elections](http://www.nace.net/elections).
- Review the candidate profiles at [www.nace.net/elections](http://www.nace.net/elections).
- Attend all election sessions at the NACE Experience Conference if voting in-person
- Cast a vote in a manner that best represents the constituents of their chapter. Some Chapters' Delegates discuss and agree to vote for candidates unanimously prior to elections, while other Chapters' Delegate(s) make their voting decision on-site.

### What are the Qualification to Be a Chapter Delegate?

Members with Voting Privileges who are in good standing are eligible to serve as a Delegate. Delegates must be in good standing when submitted by the chapter and at the time of the National Board elections on August 2, 2026. "In Good Standing" means that a member's dues are current and the member is not subject to any suspension or removal proceedings. Membership dues are considered current and in good standing if the member (a) has paid dues in full; (b) is on a payment plan; or (c) is in the membership "grace period".

### How are Delegates Appointed?

Chapter Delegates are appointed by Chapter Boards. Chapter Boards should approve delegate appointments during a board meeting and record the appointment in the meeting minutes.

## **Proxy Voting – When a Delegate Can't Be Present at the Election**

### What is Proxy Voting?

Proxy voting is how Delegates vote if they are not able to be present in person at the election. Using proxy voting, a Chapter Delegate gives another NACE member, either from their own chapter or another chapter, written authority to cast a vote on their behalf. The member named as the proxy must be a member in good standing and eligible to serve as a Delegate.

### How to Use Proxy Voting

1. Chapters must first appoint Delegates and submit them to National Headquarters for certification. This procedural step is required, even if you know in advance an appointed Delegate will assign their vote to a proxy.
2. Submit a signed official proxy form no later than July 20, 2026 at 5:00 PM ET to National Headquarters. You must submit a separate form for each Chapter Delegate who will use a proxy vote.

### Proxy Limits

- The Chapter President, or chapter board leadership representative in place of the Chapter President, may be the proxy for ANY NUMBER delegates from their chapter who are not in attendance.
- All other members may only carry a proxy for ONE chapter other than their home chapter.

### Proxy Deadline

- Proxy forms must be submitted by July 20, 2026 at 5:00 PM ET using the online form at [www.nace.net/elections](http://www.nace.net/elections)

More information is available in this packet, and if you have further questions, please contact the National staff by email at [elections@nace.net](mailto:elections@nace.net) or call Lawrence Leonard at 410-290-5410.

## **Chapter Delegate Resources**

The Nominations and Elections Committee has developed two resources to assist chapter leaders:

- 1. Chapter Delegate Requirements and Responsibilities**

To ensure your Chapter Delegates understand and can meet the requirements of being a Delegate, distribute this sheet to potential Delegates before appointment and confirm their ability to serve.

- 2. Chapter Delegate Proxy Form**

Submit this form for each Chapter Delegate that will use proxy voting. This form must be submitted by July 20, 2026 at 5:00 PM ET. Submit forms to [elections@nace.net](mailto:elections@nace.net).



## Delegate Requirements and Expectations

### About Delegates

Delegates represent the membership of their chapter in National Board elections, held during the Experience Conference. Delegates cast votes for certain National Board Officer and Director positions, thus acting as the voice of their chapter membership in one of the organization's key governance processes.

Chapters are allocated one delegate for each 25 Primary Chapter Members, or portion thereof, in good standing. Delegates are appointed by the Chapter's Board of Directors.

### Delegate Qualifications

1. You must be a Member with Voting Privileges of the chapter for at least (1) year to qualify as a delegate. Members with Voting Privileges are in the Professional, Corporate, Partner, Nonprofit, Legacy and Young Professional categories.
2. The chapter must be your primary chapter. You cannot be a Chapter Delegate for a chapter where you hold a secondary chapter membership.
3. You must be in good standing. To be in good standing you must (a) have dues paid in full; (b) be on a dues payment plan; or (c) be in the grace period. You also must not be subject to suspension or removal proceedings. These requirements must apply at the time of your election as a delegate and at the time of National Board elections voting on Sunday, August 2, 2026.
4. Student Members are not eligible to be a delegate or vote in the National Board elections.

### Delegate Requirements and Expectations

- **Delegate Orientation Video**
  - You are required to view the Delegate Orientation Video at [www.nace.net/elections](http://www.nace.net/elections).
- **Town Hall, Candidate Q&A and Elections**
  - You must attend the Town Hall, Candidate Q&A and Elections session on August 2, 2026, during the Experience Conference for Catering & Events in New Orleans, Louisiana.
  - You must arrive promptly for this session, check in as a delegate, and participate in the entire session.
  - Chapter Delegate(s) cast votes in a manner that best represents the constituents of their chapter. Some Chapters' Delegates discuss and agree to vote for candidates unanimously prior to elections, while other Chapters' Delegate(s) make their voting decision on-site.
  - You must be attentive and follow the instructions given by the members of the Nominations and Elections Committee and other volunteer officials.
  - You must be present until the election results are announced and you are excused.



**DELEGATE PROXY FORM**

<b>DELEGATE</b>	<b>PROXY</b>
<p align="center">_____</p> <p align="center">Delegate Name (Please Print)</p> <p align="center">_____</p> <p align="center">Chapter</p> <p align="center">_____</p> <p align="center">Mobile Phone Number</p>	<p align="center">_____</p> <p align="center">Proxy Name (Please Print)</p> <p align="center">_____</p> <p align="center">Chapter</p> <p align="center">_____</p> <p align="center">Mobile Phone Number</p>
<b>DELEGATE SIGNATURES</b>	<b>PROXY SIGNATURE</b>
<p align="center">_____</p> <p align="center">Chapter Delegate Signature</p> <p align="center">_____</p> <p align="center">Chapter Board Member's Name (Please print)</p> <p align="center">_____</p> <p align="center">Chapter Board Member's Signature</p>	<p align="center">_____</p> <p align="center">Proxy Signature</p>

**IN ACCORDANCE WITH NACE BYLAWS FOR NATIONAL ELECTIONS:**

1. If, for any reason, a delegate is unable to exercise his or her vote, the chapter may assign that vote by proxy to any current NACE member in good standing eligible to serve as a delegate.
2. No proxy shall be accepted or acknowledged unless the chapter shall have submitted a signed, written certification of such proxy to the Secretary/Treasurer of NACE and the Executive Director has verified that the member meets the qualifications of membership.
3. Proxy votes not registered with the national office, by the deadline, will NOT be accepted.
4. Each delegate can only vote one proxy. This proxy is valid for sixty (60) days from the date shown above.

**Return this form no later than July 20, 2026 at 5:00 PM ET to [elections@nace.net](mailto:elections@nace.net)**