



**NACE National Board of Directors 2022 Elections  
Chapter Information Guide**

May 4, 2022

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## Date, Time and Place of Elections

Elections for the NACE National Board will be held on Sunday, July 24, 2022 during the Experience Conference in Orlando, Florida. More information on Experience can be found at [www.nace.net/experience](http://www.nace.net/experience).

## Actions Required by Chapters

- Announce call for Chapter Delegates to vote in National Board elections
- Collect Chapter Delegate nomination/intent to run forms from chapter members
- Elect Chapter Delegates to vote in the National Board elections
- Report Chapter Delegates to National Headquarters using an [online form](#)
- Communicate requirements and expectations to Delegates
- Manage proxy voting and ensure proxy forms are submitted

## Election Timeline

- |                                  |                                                                                                                  |
|----------------------------------|------------------------------------------------------------------------------------------------------------------|
| • Sunday, May 15                 | Membership reports generated for Delegate allocations                                                            |
| • Monday, May 16                 | Chapter Delegate allocations provided to chapters                                                                |
| • Wednesday, May 25              | National Board candidates announced                                                                              |
| • June-July                      | Two virtual “Meet the Candidates” sessions                                                                       |
| • By Friday, June 24             | Chapter Delegate elections complete                                                                              |
| • By Friday, June 24, 5:00 PM ET | Chapters submit delegate information via <a href="#">online form</a>                                             |
| • Sunday, July 10, 5:00 PM ET    | Proxy form submission deadline                                                                                   |
| • Sunday, July 24                | Town Hall, Candidate Q&A and National Board elections (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 May 25, 2022 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 voting during the National Board elections. In this system, Chapter Delegates, who are elected by chapter members, cast votes on behalf of the chapter’s membership. ***Chapter Delegates cast votes in a manner that reflects the collective will of the chapter, not the preference of the individual Delegate.*** Some chapters determine the collective will of the chapter and instruct delegates in advance, while others may allow Delegates to make their voting decision on-site.

### Duties and Expectations of Chapter Delegates

Delegates are expected to:

- Review the candidate profiles at [www.nace.net/elections](http://www.nace.net/elections).
- All delegates are encouraged to attend a virtual “Meet the Candidates” session. Delegates voting by proxy **must** attend a virtual “Meet the Candidates”.
- Attend the NACE Town Hall and Candidate Q&A session at the NACE Experience conference if voting in-person
- Cast a vote consistent with the direction of chapter membership

### Qualification to Be a Chapter Delegate

Professional members 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 July 24, 2022. “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 grace period.

### Election of Chapter Delegates

NACE chapters are responsible for electing Delegates to represent their chapter. Delegates are elected by chapter membership. This packet includes more information on the duties, requirements and expectations of Chapter Delegates. Sample resources for conducting delegate elections are included in this packet.

### Allocation of Chapter Delegates

Chapters are allocated one Chapter Delegate per 25 Professional members in good standing. “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. Delegate allocations are calculated using membership data as of May 15, 2022.

## **Proxy Voting**

### What is Proxy Voting?

Proxy voting is an important option that has always been available, that gives chapters a way to manage Delegate votes for any Delegates who are unable to vote in person. Proxy voting means a chapter gives another NACE member, either from your own chapter or another chapter, written authority to cast a vote on behalf of one or more other Delegates. The member named as the proxy must be a member in good standing and eligible to serve as a Delegate. Members may only carry a proxy for one chapter other than their home chapter. Proxy forms must be submitted by Sunday, July 10 at 5:00 PM ET.

### Example Situations for Using Proxy Votes

Proxy voting is a powerful tool for chapters, including but not limited to the following scenarios:

- A chapter is unable to fund a Delegate’s travel and that Delegate is unable to self-fund
- A chapter is unable to find enough members willing or able to attend the Experience Conference
- A Delegate is prohibited from travelling by an employer, or for other health and safety reasons

These are provided as example to help you understand the flexibility and usefulness of proxy voting.

### Steps to Using Proxy Votes

1. Chapters must first elect Delegates and submit them to National Headquarters for certification. This procedural step is required, even if you know in advance an elected Delegate will assign their vote to a proxy.
2. Submit a signed official proxy form no later than Sunday, July 10 at 5:00 PM ET to National Headquarters. You must submit a separate form for each Chapter Delegate who will use a proxy vote.

The Nominations and Elections Committee, CLC and headquarters staff will be working together to help chapters find proxy voters in other chapters as needed.

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.

## List of Resources

To assist chapters with the Delegate election process, the Nominations and Elections Committee has developed the several resources that offer ready-to-use copy and sample templates.

Please note that many of these resources include text in <BRACKETS>. Please customize these templates for your chapter by filling in all information within <BRACKETS> before sending to members.

- 1. Chapter Delegate Election Announcement Template**  
Customize and send to all members of the chapter no later than one week prior to your election.
- 2. Chapter Delegate “Intent to Run” Form**  
Attach with Election Announcement.
- 3. Ballot for Electing Chapter Delegates**  
Customize and provide to members during the election at your meeting.
- 4. Chapter Delegate Proxy Form**  
Submit this form for each Chapter Delegate using proxy voting by Sunday, July 10 at 5:00 PM ET. Submit forms to [elections@nace.net](mailto:elections@nace.net).
- 5. Chapter Delegate Requirements and Responsibilities**  
Attach with Election Announcement and Distribute to Chapter Delegates prior to elections.

Resource 1: Chapter Delegate Election Announcement Template
-------------------------------------------------------------

**TO:** NACE <chapter> Members

**FROM:** <NAME – Chapter Nominations Chair (usually the Past President)>

**DATE:**

**RE:** Special Election – Chapter Delegates

Elections for the NACE National Board will be held on July 24, 2022 during the Experience conference in Orlando, Florida.

To participate in this election, our chapter must elect Delegates to represent us and participate in the voting process. Our chapter can elect one Delegate for every 25 Professional members or portion thereof as of May 15, 2022.

The <NAME> chapter is required to elect <NUMBER> delegates. **We will be holding a special election of Chapter Delegates on <DATE>**. If you are interested in being a Chapter Delegate, please review the attached position description and send the completed “intent to run” form to <NAME>, chapter <chapter Title>, by <DATE>.

In this document you will find:

- Chapter Delegate Intent to Run Form
- Responsibilities and Requirements of Chapter Delegates

In order to be considered as a candidate, you must complete and submit all forms **no later than 11:59 PM on <DATE> by email to <the name of your chapter’s Nominations Committee Chair or President> at <email address>**. Candidates who do not meet the qualifications will be notified before the special election.

Once all delegate candidate information is received and approved by our chapter’s Nominations Committee, the chapter membership will be provided with the names of all candidates and instructions for voting.

If you have any questions, you can contact <NAME> with any questions that may arise at <PHONE> or <EMAIL>.

Sincerely,

<NAME>  
<CHAPTER NAME>  
<Chapter Title>

Resource 2: Chapter Delegate "Intent to Run" Form

I, \_\_\_\_\_, understand the requirements and responsibilities associated with representing my chapter during the NACE National Board election process and hereby declare my intent to run for the position of:

Chapter Delegate for the \_\_\_\_\_ Chapter

**Please Print:**

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

**Please e-mail this form to:**

<CHAPTER NOMINATIONS COMMITTEE CHAIR>

E-Mail: <EMAIL ADDRESS>

**This form must be submitted by 11:59 PM on <DATE> to recognize your intent to run.**

**Qualifications:**

1. You must be a member of the chapter for at least (1) year to qualify as a delegate.
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 a Professional member 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 election voting on Sunday, July 24, 202.
4. Student Members are not eligible to be a delegate or vote in the National Board election.

Resource 3: Ballot for Electing Chapter Delegates

The following is a list of potential delegates to represent the <CHAPTER> in the NACE National Board elections to be held on July 24, 2022 at the Experience Conference.

<CHAPTER NAME> needs to elect <NUMBER> delegates total.

Please indicate at the bottom of the ballot that you have voted for all listed delegate candidates.

- <NAME>

[ ] Yes, I vote for the above listed Chapter Delegates:

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_



**DELEGATE PROXY FORM**

**ASSIGNING DELEGATE INFORMATION**

Assigning Delegate's Chapter \_\_\_\_\_

Delegate Name (Please Print) \_\_\_\_\_

Delegate Mobile Phone \_\_\_\_\_ Delegate Email \_\_\_\_\_

**PROXY DELEGATE INFORMATION**

Proxy Delegate Name (Please Print) \_\_\_\_\_

Proxy Delegate's Chapter \_\_\_\_\_

Proxy Mobile Phone \_\_\_\_\_ Proxy Email \_\_\_\_\_

**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.

**TWO CURRENT CHAPTER BOARD MEMBERS OF THE  
ASSIGNING DELEGATE CHAPTER MUST SIGN THIS FORM**

\_\_\_\_\_  
Delegate Signature

\_\_\_\_\_  
Proxy Signature

\_\_\_\_\_  
Board Member's Name (Please print)

\_\_\_\_\_  
Board Member's Name (Please print)

\_\_\_\_\_  
Board Member's Signature

\_\_\_\_\_  
Board Member's Signature

**Return this form no later than July 10, 2022 at 5:00 PM ET 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 in conjunction with the annual education conference (Experience). 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 Professional members, or portion thereof, in good standing. The Professional Members of a chapter elect their chapter's delegates.

### Delegate Qualifications

1. You must be a member of the chapter for at least (1) year to qualify as a delegate.
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 a Professional Member 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, July 24, 2022.
4. Student Members are not eligible to be a delegate or vote in the National Board elections.

### Delegate Requirements and Expectations

- If you will be assigning a proxy vote you must attend at least one of the **Virtual Meet the Candidates** sessions held in June-July and follow the instructions for submitting your proxy form.
- There will be a mandatory **Town Hall, Candidate Q&A and Elections** session on July 24, 2022, during the Experience Conference in Orlando, Florida.
- You must arrive promptly for this session, check in as a delegate, and participate in the entire session.
- Delegates will have separate seating than non-voting observers. You must sit in the delegate section of the room and comply with seating arrangements.
- Delegates cast votes in a manner that reflects the collective will of the chapter, not the preference of the individual Delegate. Some chapters determine the collective will of the chapter and instruct Delegates in advance, while others may allow Delegates to make their voting decision on-site.
- You must remain present while votes are cast, tabulated and announced.
- You must be attentive and follow the instructions given by the members of the Nominations and Elections Committee and other volunteer officials
- If a National Officer candidate does not get a majority of the vote (50 percent plus one), then another round of balloting must occur, and you must remain present for the entirety of that process.
- This process will be repeated until a single candidate for each officer position receives the majority of the vote. You must remain present and participate in this process.