

NAIGC Director Election Policy

Version 7.0 / Last Amended 12/6/2017

- I. Purpose
 - A. The purpose of this procedure is to facilitate the election of a group that is best able to successfully serve and represent the NAIGC as a Board of Directors.

- II. Overview of the Election Procedure and Selection Criterion
 - A. The basic method of election is by a scoring system in which each club representative gives a score to each Director candidate, and a calculation based on these scores determines the makeup of the Board.
 - B. Three “Student Director” positions are reserved for individuals who will be full-time undergraduate students at some point during either the fiscal year of their election or the fiscal year of their term-of-service.
 - C. A minimum of half of the Geographical Regions, as defined in the Regional Coordinator Policy, must be represented on the Board of Directors at all times.
 - D. Up to four two-year terms are awarded each year to the highest-scoring candidates who volunteer to serve two terms. These Directors will remain on the scoring ballot so that they can be eligible for student and regional positions, but they are guaranteed a place on the Board regardless of their scores.
 - E. The President is responsible for organizing the logistics of the ballot, speaking order, and generally running the election. The President will find a suitable person (ideally someone not running in the election) to oversee calculations.
 - F. To become a Director, it suffices to be a mid-term Director, or to receive majority approval rating from clubs, and either score in the top 3 of all student candidates, or score in the top 15 of all candidates. In some cases, this qualification system may result in more or less than 15 Directors being selected. Additionally, in any case in which there is a tie for the last Director position, each tying party will qualify to be a Director.
 - G. Out of these winning Directors, the highest scored (to a maximum of 4) who have opted to serve two-year terms will be granted their two-year term status. Those remaining receive a one-year term.

- III. Timeline:
 - A. The President will set a timeline for a nomination and acceptance period and election period subject to III.B, III.C, and III.D (below). All election procedures and timelines will be announced to the NAIGC membership at the opening of the nomination period.
 - B. The nomination and acceptance period must remain open for at least three weeks.
 1. If it is deemed beneficial, the President may extend the nomination period. If this is done, the new election timeline must be communicated to the membership within 24 hours of the previous nomination deadline.
 - C. The election will open after the nomination and acceptance period ends.
 - D. The election period must include the date of the annual meeting at Nationals. The election period may be open as early as the Thursday before Nationals and as late as the Saturday after the conclusion of Nationals (1 week after the Saturday of Nationals).
 - E. Election results shall be tallied and announced as soon as possible after the conclusion of the election voting period.

IV. Nominations

- A. Each candidate may either nominate themselves or be nominated by a representative or affiliate of a current NAIGC member club, or by a current Director.
- B.
- C. When accepting a nomination, candidates are expected to provide a brief statement and/or video (max 1 min.) expressing their intended method of service, intended duration of service (either one-year or two-year term), regional affiliation (if any), club affiliation (if any), student/non-student status, and qualifications.
- D. Nominees have traditionally had an opportunity to make a presentation at the annual meeting as outlined in Section VII. If deemed beneficial, the President may choose to forego this procedure. The decision whether or not to allow nominee speeches at the annual meeting must be communicated with the opening of the nomination period and cannot be changed.

V. Election of Regional Coordinators

- A. If the President deems it possible, the election of regional coordinators shall occur simultaneously with the election of the Board of Directors. The election shall occur in accordance with the Regional Coordinator Policy.

VI. Ballots

- A. Ballots (paper or electronic) shall include:
 - 1. Instructions:
 - a) Please score each candidate on a scale of 0 to 10, with 0 meaning unacceptable, and 10 meaning exceptional.
 - b) Any score below 5 will count as a disapproval. A score above 5 will count as an approval. A score of 5 will count as neither approval nor disapproval. You may also abstain from rating any candidate.
 - 2. Voter worksheet including for each potential candidate:
 - a) Name
 - b) Club affiliation (optional)
 - c) Regional affiliation (optional)
 - d) Student status
 - e) Term requested
 - f) Score: 0 / 1 / 2 / 3 / 4 / 5 / 6 / 7 / 8 / 9 / 10 / *Abstain*
 - 3. Mid-term Directors, if any, shall appear at the top of the ballot.
- B. One ballot shall be provided to each club representative. The ballot may be paper or electronic and shall be distributed at or before the annual meeting.
- C. Voting member clubs not in attendance at the annual meeting shall be provided a ballot, by a means and within a timeframe determined appropriate by the President.
- D. If additional candidates are nominated after ballots have been generated, the ballots will be updated to include those nominations. These updates may occur electronically or via a handwritten update.

VII. Annual Meeting Procedure:

- A. In the case the election will have candidate presentations at the annual meeting, the following procedure will be followed
 - 1. A moderator shall ensure the order of speaking matches the order of the ballot, starting with the mid-term Directors.

2. Each candidate shall show their video or give their statement, either of which should be approximately 30 seconds, but not exceeding 1 minute.
3. After making a statement, candidates may receive comments and questions from the meeting attendees for one additional minute.
4. If the President has re-opened nominations, additional nominations may be accepted at this time. Any additional candidates accepting nominations should also follow the procedure set forth in VII. A.2. and VII. A.3. above.
5. After the nomination period is closed (which may occur prior to the annual meeting), there will be additional time for Q&A, after which meeting attendees shall be given a 5-minute recess to consult with each other and complete their ballots, if desired.

VIII. Ballot Calculation

- A. **Approval:** Each candidate will be considered approved if their number of above-5 scores exceeds their number of below-5 scores (hereafter referred to as the Approval Criterion).
- B. **Second Stage:** If between 4 and 15 candidates meet the Approval Criterion, then these will be the Directors. Of those, the four highest-scored two-year-term-requesting Directors shall be awarded two-year terms.
- C. **Scoring:** Each candidate will also receive an average score (the average of all 0-10 scores received).
- D. **Too few:** If fewer than 4 candidates meet the Approval Criterion, then the 4 candidates with the highest average scores shall be declared Directors. Cases of ties for the 4th Director position shall be determined by including all tying candidates for 4th place.
- E. **Too many:** If more than 15 candidates meet the Approval Criterion, then candidates meeting the following conditions will become Directors:
 1. Candidates who are mid-term Directors.
 2. Candidates who meet the Approval Criterion and satisfy at least one of the following conditions:
 - a) Be one of the three highest-scored student candidates, or
 - b) Be one of the 15 highest-scored candidates.
- F. **Regional representation:** If fewer than half of the Geographic Regions (as defined by the Regional Coordinator Policy and determined using the Regional Affiliation field on the ballot) are represented by the Directors elected using the above method, the next highest scoring candidate who meets the Approval Criteria from an unrepresented region shall be declared a Director. This process will repeat until at least half of the geographic regions are represented by the elected Directors.
- G. **Ties:** Cases of ties for the last Director position shall be resolved by including all tying candidates for the last winning position.

IX. Mid-Year Election (See Bylaws for additional information)

- A. On occasion there may be a need to elect one or more Director(s) mid-year. This may occur if the total number of Directors is less than 15 or if a Director resigns or is recalled. In these instances, the President (or Vice President, if there is no President) or any member club will determine and announce to membership the method and timeline of nominations, balancing fairness and the timeline to fill the opening.
- B. The ballot set-up, approval criterion and ballot scoring will be the same as described above.

1. If the election consists of the same number of candidate(s) and opening(s), or fewer candidates than there are openings, the candidate(s) that meet the approval criterion will be added as Director(s).
 2. If the election consists of more candidates than there are openings, the openings will be filled in order, starting by filling the first opening with the highest scoring candidate, the second opening with the second highest scoring candidate, etc., as long as the candidates have met the approval criterion.
 3. If the election consists of fewer candidates than there are openings or if the process in 1 or 2 results in additional openings, the process can be repeated with additional candidates at a later time.
- C. In all cases, candidates must meet the approval criterion to be added as Directors.
- D. Cases of ties for the last Director position shall be resolved by including all tying candidates for the last winning position.

X. Records

- A. Meeting minutes shall include the name and affiliation of each elected Director, but not the voting data.
- B. The NAIGC shall keep on file a record of all voting data from the election – to be used in reviewing the relevance and effectiveness of the election procedure.

XI. Rationale

- A. Procedural Considerations
 1. Desirable Board Characteristics include:
 - a) Having individuals with functional capacity;
 - b) Having individuals with institutional knowledge;
 - c) Having representatives who are / were recently undergraduate students;
 - d) Having representatives from multiple regions of the country;
 - e) Having its individuals fairly elected.
 2. Simplicity: We aim to minimize as much as possible the complexity inherent in any multi-party election procedure, while also maintaining fairness, and facilitating the important group characteristics we have described above.
 3. Imperfection: Regardless of the procedure we choose, it will not be perfect from every perspective.
 4. Appropriate Balance: This procedure represents an attempt to find an appropriate balance between simplicity, fairness, and the facilitation of regional representation, student representation, and Directors with experience.
- B. Addressing These Procedural Considerations - Justification for the characteristics selected, and explanation how our procedure addresses them.
 1. Having individuals with prior experience:
 - a) This characteristic is essential from a business perspective. The NAIGC has assets, along with a number of legal and financial responsibilities that go along with operating as a non-profit corporation. It cannot afford to have complete turnover in its Board of Directors.
 - b) Our procedure facilitates this group characteristic by allowing Directors the option to run for a two-year term. While this option does not guarantee that any Director will choose to run for a two-year term, or that any Director running for a two-year term will be elected, we believe that it has the potential to motivate our more experienced Directors to serve

for longer periods of time. It also allows for more transparent election process, since the elections can be conducted by experienced Board members who are not up for reelection.

2. Having representatives who are undergraduate students at schools with NAIGC clubs:
 - a) Because such a large proportion of the individuals served by our organization are undergraduate students who are members of their school's NAIGC club, it would not be representative for our Board of Directors to be entirely comprised of non-student adults and graduate students.
 - b) Our procedure addresses this group characteristic by creating three Director positions specifically designated for undergraduate students. Any undergraduate student may run for one of these positions. Designating these explicit positions reflects our attitude that the presence of willing undergraduate students on our Board gives added value, regardless of their experience or professional credentials.
3. Having representatives from multiple regions of the country:
 - a) As a national organization that serves individuals and clubs who come from multiple regions of the country, and who often interact with each other only once each year, we want to ensure geographical diversity on our Board of Directors every year.
 - b) Our procedure addresses this group characteristic by ensuring that at least half of the NAIGC Geographic Regions have representation on the Board of Directors.
4. Having its individuals fairly elected:
 - a) This is the most important criterion for an election procedure.
 - b) Our procedure addresses this criterion by ensuring that the 15 highest-scoring candidates become Directors, even if that means more than 15 individuals become Directors.