

# NIRSA Member Network

## Regional Representative

### Election Process Summary

The Member Network Work Team has compiled three election processes that the Regions may consider for use when electing Regional Representatives to the Member Network. Detailed below is summary information about these options. Full details about each Election Process option are included as appendices.

According to NIRSA bylaws, the election process for positions within the Member Network must be approved by the NIRSA Board of Directors. The Board of Directors will review and approve several options designed and presented by the Member Network Work Team (below). If a region desires a different process, the region can petition the Board of Directors for approval of an alternate election process.

#### **Standards for each Election Process option:**

- Schedule of Elections for Regional Representatives: For even-numbered Regions elections take place in even-numbered years. For odd-numbered Regions elections take place in odd-numbered years.
- Regions are responsible for determining reasonable and appropriate due dates for nomination materials and election deadlines, as directed in the Elections Process.
  - All Regional Representative elections must be completed at least 24 hours before the Member Network assembles at the NIRSA Annual Conference.
- Each Region will appoint a Regional Nominations and Appointments Committee to surface candidates, collect and review nomination materials and submit up to two candidates for office to the National Nominations and Appointments Committee for certification.
  - Regional Nominations and Appointments committee will conduct elections. In the case of Electronic Elections, the involvement of that body is yet to be determined.
  - Election results will be announced by the Regional VP/Regional Representative in person, in Regional Section of NNC website, on Regional website (if applicable) and through email to Regional Members.
- Full nomination materials for Regional Representatives include candidate picture, candidate biography (500 words or less), letter of institutional support, resume with at least 3 references who can speak to qualifications as they relate to the position description, and answers to the following questions [limit of 500 words for each question]
  - What issues are facing NIRSA during the next two years and what are your potential solutions to these concerns?
  - In describing your contributions to NIRSA and your Region, identify how your involvement and experiences prepare you in meeting the position criteria and qualifies you to serve NIRSA, the Member Network and your Region in this role.
- Candidate information to be posted on the NNC website in Regional Section, posted on Regional Website (if applicable) and sent via email newsletter to Regional Members four weeks prior to election.
  - Posted information to include candidate photo, biography and philosophy statement.
  - It is strongly recommended that each Region pursue hosting a Regional Website linked to the NIRSA National website to facilitate not only Regional elections, but other Region-specific communications.

#### **Election Process Options for Regional Representatives to the Member Network include:**

- Election Process 1: Regional Representatives to the Member Network may be elected at their Regional Conferences, during the Regional Business Meeting conducted by the Regional VP/ Representative.

- Election Process 2: Regional Representatives to the Member Network may be elected utilizing Electronic Elections Software licensed and supported by the NIRSA National Office.
- Election Process 3: Regional Representatives to the Member Network may be elected at Annual Conference, during the Regional Business Meeting conducted by the Regional VP/Regional Representative.