

Board of Directors Election Guidance

Candidacy/Nomination Announcement

- Election process and candidate application requirements are posted online.
- Board of Directors positions:
 - Officers serve for 5 years and cycle through as follows: 2nd VP, 1st VP, President-Elect, President, Immediate Past-President.
 - Regional Vice-Presidents serve for 3 years.

Commitment Requirements

- Official board year begins, and incoming board members take office at conclusion of the Annual Educational Conference (AEC).
- Quarterly board meetings held virtually or in-person. In-person meetings usually occur twice a year.
- President can call for a special board meeting at any time, which would be held virtually.
- Committee participation is dependent on-board position and willingness to volunteer. Board members average three committee assignments.
- Overall annual hourly commitment varies depending on position, region served, and committees. Candidates should speak to the Nominations Chair or outgoing board members.

Important Dates

- December 1: Candidate application deadline (year preceding AEC).
- First Friday in January: Candidate profiles for publication in March *JEH* and website.
 - Headshot: Color photograph of candidate (high-resolution JPEG at ≥ 300 ppi).
 - Biography: Way to introduce candidates and their platforms. Biographies are not edited and will be printed as submitted within the allotted word count (2nd VP: 800 words; RVP: 400 words).
- March 1–31 (or next business day): Electronic voting via Survey Monkey.
- April 1 (or next business day): Results sent to Executive Director and President.
 - President will notify candidates of results via telephone call.
- Results published on NEHA communication channels.
- Board Liaison will begin the onboarding process for newly elected board members.
- Candidates can deliver a short oral statement (~2 min) announcing their candidacy during the AEC Town Hall.

Election Impartiality Guidance

- Candidates should not contact NEHA staff for election-related questions. All questions should be directed to the Nominations Chair.
- Candidates should not request support from NEHA staff.
- NEHA does not distribute membership contact information to candidates or board members.

Contacts

- Please submit election correspondence and application to nehaelections@neha.org.
- Nominations Chair, our Immediate Past-President, is the contact for election questions.
- Board Liaison acts as voting administrator.
- Sales Manager can be contacted if you want to run paid advertising for your candidacy.

