



## NATIONAL COUNCIL ON FAMILY RELATIONS ELECTIONS COUNCIL POLICIES AND PROCEDURES

The Board of Directors of the National Council on Family Relations (NCFR), pursuant to Article IX of the Association's Bylaws, promulgates this revised Elections Council Policies and Procedures effective October 26, 2017.

### **1. Basis and Scope of Authority of the NCFR Elections Council**

The bylaws of the Association (Article IX) establish the NCFR Elections Council as a standing committee whose purpose is "To gather nominations for the offices of the NCFR Board and other offices of NCFR." The Elections Council is responsible for preparing a slate of two candidates for each open office who meet the selection criteria for each position as defined by the positions and/or Board Charge (i.e. President-elect, Board Member-At-large, Affiliate Councils President-elect, Students and New Professionals Board Representative, Students and New Professionals Board Representative-elect, Students and New Professionals Program Representative, Elections Council, Fellows Committee, and Inclusion and Diversity Committee). The Council has the primary responsibility within NCFR for weighing the merits of potential candidates. The bylaws further specify (Article XIV) that discrimination in elections and nomination procedures is forbidden.

**Note:** "New Professional" is defined for election nominations as a member who is not more than three years from their last degree received.

The position of Annual Conference Program Chair-elect will be an appointed position. The Elections Council will be responsible for recommending a qualified candidate who meets the eligibility criteria and can fulfill the responsibilities as outlined in the job description of the Annual Conference Program Chair-elect. After the recommended person has agreed to serve in this position the recommendation will be sent to the NCFR Board of Directors along with the following: copy of candidate's vita, the candidate's statement on possible themes they might propose for the conference, and examples of possible plenary speakers to consider under the above proposed theme(s). If the Board accepts the Elections Council's recommendation, the Board will appoint the recommended person to the position of Annual Conference Program Chair-elect for the upcoming term. If the Board does not accept the Elections Council's recommendation, it will be the Elections Council's responsibility to submit another recommendation.

### **Relation to the NCFR Board of Directors**

The NCFR Board of Directors retains the authority to set the policy of the Association regarding elections procedures consistent with the bylaws (Article IX). The Elections Council is charged with carrying out policy of the Board as it relates to the nomination process. However, the Elections Council has sole responsibility for selecting the slate of candidates for office, and its deliberations are confidential as long as the Council works within the Association's Policies. To promote communication between the Board and the Elections Council, one Board Member-at-large shall serve as a non-voting member of the Elections Council. The Board representative shall participate in the Elections Council process, but will not vote on the final slate, policy, or removal of an Elections Council member.

## **2. Membership and Meetings of the Elections Council**

### **A. Membership and Terms of Office**

The Elections Council shall consist of six active NCFR members elected by the voting membership, plus one nonvoting member of the Board of Directors. Terms of office for Elections Council members shall be staggered so that each year two new members are elected to three-year terms.

### **B. Co-Chairs**

The Elections Council shall designate the council members who will be entering their final term of office to serve as Co-Chairs. The delegation will occur annually at the Elections Council meeting at the Annual Conference.

### **C. Removal from the Council**

Each member is expected to fulfill responsibilities as assigned, participate in conference calls, attend a spring meeting, attend agreed upon meeting(s) during the NCFR Annual Conference, and refrain from conflicts of interest in the selection of candidates or removal of Elections Council members. Any member may be removed at any time prior to the expiration of the member's term by affirmative vote of two-thirds of the other members of the Elections Council. Cause for removal includes unsatisfactorily fulfilling the duties of the Elections Council as stated above.

### **D. Vacancies**

If a vacancy occurs on the Elections Council, the Council may seek a replacement that helps maintain balance in representing the diverse membership of NCFR. The vacant position may be filled using two approaches respectively: (A) The runner-up to the vacant position may be asked to fill the position or (B) A committee member completing their three-year term on the Council could extend their tenure by one year.

### **E. Action by Majority**

In the absence of consensus, actions (with the exception of removal from the Council) shall be made by a majority of Council members present and voting.

### **F. Schedule of Meetings**

The Elections Council will meet in the spring as follows: one year meet face-to-face (expenses paid by NCFR) and one year meet virtually. The Elections Council will also meet at the Annual Conference. The meeting at the Annual Conference will include the existing Council and two incoming members (as observers). At the end of this meeting, two members will rotate off the-council and the two new members will begin their term. Additionally, conference calls will be scheduled as necessary. Meetings are mandatory, including conference calls.

## **3. Board Charge**

The Elections Council may receive a written charge from the NCFR Board of Directors immediately following the February elections results that specifically outlines the organizational needs and nominee qualifications they want the Elections Council to consider during the nomination process and subsequently in the selection of the slate. (Note: issues may change annually according to the long-range plans articulated by the Board.) The Elections Council will incorporate the charge from the Board of Directors, when offered, that outlines the current needs of the organization.

## **4. Nominations for Office**

### **A. Description of Duties**

It is the responsibility of the Elections Council to prepare a slate of two candidates for each open office who meet the selection criteria for each position as defined by the positions and Board Charge (i.e. President-elect, Board Member-At-large, Affiliate Councils President-elect, Students and New

Professionals Board Representative, Students and New Professionals Board Representative-elect, Students and New Professionals Program Representative, Elections Council, Fellows Committee, and Inclusion and Diversity Committee), and to ensure that the policies regarding recruitment are followed. The NCFR Board and the Elections Council are responsible for maintaining a job description of the positions and desired qualifications for candidates for each position. The purpose of these descriptions is to assist the Elections Council in their selection of well-qualified candidates and to provide a basis from which members can direct their professional development in terms of increased service to the Association.

**Note:** “New Professional” is defined for election nominations as a member who is not more than three years from their last degree received.

The position of Annual Conference Program Chair-elect will be an appointed position. The Elections Council will be responsible for recommending a qualified candidate who meets the eligibility criteria and can fulfill the responsibilities as outlined in the job description of the Annual Conference Program Chair-elect. After the recommended person has agreed to serve in this position the recommendation will be sent to the NCFR Board of Directors along with the following: copy of candidate’s vita, the candidate’s statement on possible themes they might propose for the conference, and examples of possible plenary speakers to consider under the above proposed theme(s). If the Board accepts the Elections Council’s recommendation, the Board will appoint the recommended person to the position of Annual Conference Program Chair-elect for the upcoming term. If the Board does not accept the Elections Council’s recommendation, it will be the Elections Council’s responsibility to submit another recommendation.

In the event an Elections Council nominee for the office of President-elect, Board Member-at-Large, Affiliate Councils President-elect, Students and New Professionals Board Representative, Students and New Professionals Board Representative-elect, Students and New Professionals Program Representative, Elections Council, Fellows Committee, or Inclusion and Diversity Committee withdraws prior to the elections ballot being sent to the NCFR membership, the Elections Council will attempt to recruit another nominee to run for the office. If the Elections Council is unable to recruit a qualified nominee for the position in a timely manner, they will defer this responsibility back to the Board of Directors. The Board of Directors may at this time decide to run the nominated candidate unopposed.

**B. Public Notice to NCFR Members**

The general membership shall be encouraged on an ongoing basis through announcements in the NCFR Report, NCFR listserv, NCFR Zippy News and NCFR website to nominate themselves and/or other members. Interest in serving as an elected officer or on committees of the Association should be communicated to the Elections Council or NCFR staff. Section Chairs will be specifically asked to identify potential nominees to the Elections Council for available positions. Current NCFR officers, committee members, and other local and national leaders will be encouraged to recommend names of potential nominees.

**C. List of Potential Nominees**

The Elections Council and the NCFR staff shall collect and maintain a list of potential nominees/candidates for the offices of President-elect, Board Member-at-large, Affiliate Councils President-elect, Students and New Professionals Board Representative, Students and New Professionals Board Representative-elect, Annual Conference Program Chair-elect, Students and New Professionals Program Representative, Elections Council positions, Fellows Committee, and Inclusion and Diversity Committee positions.

#### D. Eligibility for Nominations

NCFR members in good standing are eligible for nomination/candidacy for offices; members of the Board of Directors, Annual Conference Program Chair-elect, Students and New Professionals Program Representative, Elections Council positions, Fellows Committee, and Inclusion and Diversity Committee positions. Additional considerations in generating the pool include, but are not limited to:

- Current membership in NCFR;
- Knowledge and/or experience in areas reflecting broad trends in human development, family science, marriage and family practice, sociology, and related professions; and
- Knowledge and/or experience in leadership roles through Sections, Affiliate Councils, Elections Council, conference planning, publishing, public policy, or other committee work.

#### E. Elections Council

During the term for which he or she has been elected, no person serving on the Elections Council shall be eligible to run for a position for which the Elections Council prepares the slate of nominees. Once the term on the Elections Council ends, the members must wait one full year before accepting a nomination/candidacy for the NCFR Board of Directors, Annual Conference Program Chair-elect, Students and New Professionals Program Representative, Fellows Committee, Elections Council, Inclusion and Diversity Committee, or officer positions, in order to avoid a conflict of interest or the appearance thereof.

### 5. Notification Process

#### A. Notification of Nominators and Nominees

Upon receipt of each nomination, the NCFR staff shall check the eligibility of the nominee to run for office. Then the NCFR staff shall send an acknowledgement and thanks to the nominator providing the nominee's status.

#### B. Notification of Nominees Selected

NCFR staff will notify nominees in writing of their selection and reconfirm their willingness to run for office. NCFR staff will request a Conflict of Interest Form, Acceptance to Run Form, platform statement, biographical data, and photo to be used in the NCFR Elections Ballot.

#### C. Notification of Nominees Not Selected

Once the list of candidates has been confirmed, NCFR staff will notify the nominees who were not selected.

#### D. Notification of Board and Membership

The Board will be notified by the Elections Council Chair or Co-Chairs of the slate of candidates after it has been confirmed, no later than October 1. The Elections Council will announce the official slate of candidates at the Annual Business Meeting and Member Forum meeting. The slate of candidates will be announced using all available means of NCFR communication.

The Elections Council shall communicate all decisions/actions that have the potential to impact the NCFR organizational budget/staff/projects to NCFR Headquarters and the NCFR Board of Directors.

#### E. Additional Nominations

Persons wishing to add their names to the list of candidates for a specific office may do so by gathering a minimum of 50 signatures; along with their printed names and emails on a petition either while at the conference, or later by mail, but before **DECEMBER 1**; in order to be placed on the final ballot. All signatures on the petition **MUST** be those of **ACTIVE** NCFR members. The list

will be verified from membership records of the Association. If a petition is received, the candidate will be checked for eligibility and then be sent a letter acknowledging the nomination, describing the duties of, and qualifications for, the position, and explaining the procedure for petitioned nominations. NCFR headquarters will request the necessary biographical data, platform statement and conflict of interest statements. When these forms are signed and returned, the Elections Council will determine if the nominee is eligible to serve and, if so, include his/her name on the final ballot.

F. Campaigning

NCFR encourages wide membership participation in elections, and therefore does not prohibit organized efforts to campaign. However, the following rules regarding endorsements pertain to campaigning.

G. Endorsements

The Elections Council affirms the right of individual members and groups of individuals to write personal letters or make other personal contacts on behalf of specific candidates for elections to association offices. Board endorsements are prohibited by the Board of Directors. However, a board member speaking only as an individual member of NCFR may endorse a candidate.

Candidates are prohibited from making derogatory statements about their opponents. Candidates are prohibited from making false, fraudulent, or misleading statements about themselves or their opponents. NCFR publications, listservs, websites, etc. will not be used to make endorsements for individual candidates. Complaints about alleged violations should be brought to the attention of the Board of Directors.

6. Definition of Diversity

When identifying members to run for office, consideration should be given to a slate that is diverse in its representation of members, for example:

- Ability and disability
- Aboriginal, mixed, immigrant
- Age
- Bilingualism and multiculturalism/English language learners
- Body size and condition
- Customs and traditions
- Educational, disciplinary, or career status
- Ethnicity, race, national origin, or cultural identity
- Gender, gender identity, and gender expression
- Geographical background and location
- Marital status, relational status (including singlehood), and family structure or identity
- Objective and subjective worldviews and standpoints
- Political ideologies and affiliations
- Religion/no religion, spirituality and affiliations, and faith
- Sexual orientation, identities, and expressions
- Socioeconomic status, residential status, social class, employment, and national service

[NOTE: THE ASPECTS OF DIVERSITY ARE LISTED ALPHABETICALLY, BUT NOT IN ANY ORDER OF PRIORITY.]