

NOMINATION COMMITTEE REPORT

SUMMARY

REPORT DATE	SCOPE OF WORK	PREPARED BY
June 1, 2021	Nominations for 2021-22 Officers & Directors Recommendations Regarding Nominations	Juliet Hiznay, Chair

STATUS SUMMARY

Election of Officers and Directors are held each year, at the Annual Meeting. The 2021 Annual Meeting will be held on June 15, 2021. The ACCF Bylaws require a 5-person nomination committee selected by the general membership each year. The following individuals are serving on this committee: Juliet Hiznay, Chair, Alistair Watson, Vice-Chair, Nadia Conyers, Member, Stefanie Pryor, Member and Don Gurney, Member. The Nomination Committee has met several times over the course of April and May. Establishing strong and transparent outreach has been a committee priority. The Committee adopted a communications plan that include direct e-mail, newsletter updates, General Membership meeting announcements, social media and a press release.

The last day that online nominations will be accepted by this Committee is June 12, 2021. After midnight on June 12, 2021, any additional nominations must be made from the floor during the Annual Meeting on June 15, 2021.

The Nomination Committee has discussed at length the need for standard practices to ensure that the nominating process is fair, transparent and meets our goal of providing the membership with a sense of inclusion and belonging. To that end, this report includes recommendations shared with the Board of Directors, with a request to act on them in the near term.

NOMINATIONS SUBMITTED TO DATE

POSITION	FIRST NAME	LAST NAME	DELEGATE/ALTERNATE	MEMBER ORGANIZATION
President	Allan	Gajadhar	Delegate	Cherrydale Citizens Assn.
Vice-President	Nicole	Merlene	Delegate	NORML
Secretary	Allen	Norton	Delegate	Bluemont Civic Assn.
Treasurer	Alistair	Watson	Delegate	Aurora Highlands Civic Assn.
Director At-Large	Michael	McMenamin	Delegate	Maywood Civic Assn.
Director At-Large	Eric	Cassel	Delegate	Crystal City Civic Assn.
Director At-Large	Nicole	Merlene	Delegate	NORML
Director At-Large	Mona	Steffen	Alternate	River Crest
Director At-Large	Chris	Wimbush	Delegate	Crystal City Civic Assn.
Director At-Large	Nadia	Conyers	Alternate	NAACP Arlington Branch 7047
Director At-Large	Mary	Glass	Delegate	Arlington Tree Action Group
Director At-Large				

IMPORTANT DATES

EVENT	PERSONS RESPONSIBLE	DATE
Updated Nomination Report for ACCF Newsletter	Nomination Committee	June 1, 2021
Last Day Online Nominations Accepted	Delegates & Alternates	June 12, 2021
Presentation to General Membership	Nomination Committee	June 15, 2021
Nominations from the Floor	Delegates & Alternates	June 15, 2021
Election Ballots Issued by ACCF Communications Team	Communications Team	June 15, 2021
Vote	Delegates & Authorized Alternates	June 15, 2021

ADDITIONAL INFORMATION

This report includes only those nominations that have been submitted to date. To qualify for ACCF leadership, the nominee must be a Delegate or Alternate of an ACCF member membership organization in good standing.

Nominations continue to be accepted. To submit your nomination, please fill out the [NominationForm](#) online. All qualified nominees will be on the ballot. The Bylaws require that nominations be permitted from the floor during the Annual Meeting.

If there are nominations during the Annual Meeting, the ballot will need to be revised to include those names of additional nominees who qualify for ACCF leadership before it can be issued to the voting members.

Only those persons who attend the June 15, 2021 meeting will be eligible to vote. Member organizations may receive up to 4 votes. All Delegates may vote. Alternates who plan to vote in lieu of a Delegate must provide advance notice, or they will not receive a ballot.

More information about the roles and duties of officers and directors are included in the ACCF Bylaws, which are posted online at civfed.org.

COMMITTEE RECOMMENDATIONS RELATING TO THE NOMINATION PROCESS

The Nomination Committee discussed ways to improve the nomination process, as well as some ways that the ACCF could address some of the internal governance challenges to improve retention of ACCF leadership.

- I. **General Recommendations Relating to Internal Operating Procedures / Requiring Bylaws Amendments**
 - a. Consider adding another Vice-President with more specified roles in order to spread burdens, such as
 - i. VP for Membership & Communications. This vice president will support the President relating to communications with the membership and membership outreach.
 - ii. VP for Programming. This vice president will support the president relating to the calendar and agenda for meetings and help coordinate with Committee Chairs relating to educational programs and presentation of resolutions at general membership meetings.
 - b. Adopt Internal Operating Procedures
 - i. Clarify the role of members, committees, committee chairs, officers and directors
 - ii. Adopt an ethics policy
 - iii. Adopt internal financial controls
 - iv. Adopt a communications policy relating to media contact
 - v. Adopt procedures for the Nomination Committee
 - c. Amend the Bylaws to allow for a Nomination Committee of 3-7 members
 - d. Adopt Nomination Committee Procedures

II. **Committee Recommended Nomination Committee Procedures**

- a. The President will present Nomination Committee candidates for approval by the General Membership at least ninety (90) days prior to the Election at the Annual Meeting (February or March membership meeting).
- b. Once elected, the President will appoint one of the members to convene the first meeting of the Nomination Committee.
- c. Nomination Committee members will select their own Chair.
- d. Committee business will be conducted primarily in meetings to ensure transparency among members. All decisions relating to outreach will be determined by the full committee.
- e. Outreach to recruit candidates for office include: press releases, social media, emails to all Delegates and Alternates, targeted outreach by email or telephone as approved by the Nomination Committee.
- f. Nomination Committee reports must be published in the newsletter, and updated as appropriate, leading up to the election.
- g. No more than one current Officer or Director may serve on the Nomination Committee.
- h. The role of the Nomination Committee is to ensure that nominees meet criteria established in the Bylaws and in the Nomination Committee Procedures
- i. The election must be open. The Nomination Committee does not select candidates, or limit the number of candidates. The membership votes for the candidates. If there are contested seats for officers, all nominees will be presented on the ballot. If there are more candidates for at-large seats than position, those with the highest number of votes will be selected. If there is a tie, a runoff election will be held, if necessary, to determine the winner.
- j. The Nomination Committee will use standardized form(s) for nominations.
 - i. All nominees must consent to serve.
 - ii. Nominees may self-appoint.
 - iii. All nominees must sign a statement of intent to ensure their availability during the entire term of office. This will include a statement relating to not running for or serving in elected public office during the ACCF term of office.
 - iv. Nominee meets criteria as a Delegate or Alternate of a Member Organization in good standing.
- k. Nominations will be permitted from the floor during the Annual Election.
- l. Nomination Committee members will be provided access to member rolls and meeting attendance data. Use of personal data by the Nomination Committee is strictly limited to committee business. Nomination Committee members are not permitted to use or share personally identifiable data for any other purpose.
- m. In any direct outreach to recruit members of the Nomination Committee and candidates for ACCF leadership, ACCF leadership and the Nomination Committee will be mindful of the diversity policy (to be adopted).
- n. The ballot process/counting will be carried out by Delegates/Alternates who are not on the ballot.