

ARLINGTON COUNTY CIVIC FEDERATION (ACCF) PROCEDURES FOR THE NOMINATION COMMITTEE AND ELECTIONS

1. Notwithstanding the numerical range of Nomination Committee members provided by the bylaws, the Membership of ACCF shall strive to ensure a minimum of five (5) members be elected to the Nomination Committee. Further, it is desirable that one member of Nomination Committee be a member of the Diversity, Equity, Belonging, and Inclusion (DEBI) Committee or its successor.
2. Once the Nomination Committee has elected by the Members of ACCF at an annual, regular, or special Membership meeting (per ACCF Bylaws 3.03(b)), the President of ACCF will appoint one of the members to convene the first meeting of the Nomination Committee.
3. Nomination Committee members will select their own Chair.
4. 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.
5. Outreach to recruit candidates for office include: press releases, social media, emails to all Voting Members and Alternate Members, targeted outreach by email or telephone as approved by the Nomination Committee.
6. Nomination Committee reports must be published in the ACCF newsletter, *The Civic Voice*, and on the ACCF website. These reports will be updated monthly during the life of the Nomination Committee.
7. No more than one current Officer or Director may serve on the Nomination Committee.
8. The role of the Nomination Committee is to ensure that nominees meet criteria established in the Bylaws and in this document.
9. All elections for ACCF Officers and Directors are open and are decided solely by the Members of ACCF at an annual, regular, or special Membership meeting. The Nomination Committee shall not select candidates, or limit the number of candidates. If there are contested seats for officers, all nominees will be presented on the ballot. If there are more candidates for Non-Executive Director seats than open positions, those candidates 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.
10. The Nomination Committee shall develop and use standardized form(s) for nominations.
 - i. All nominees must consent to serve.
 - ii. Any Voting Member or Alternate Member of a Member Organization in good standing may self-appoint as a candidate for an Office or Director.
 - iii. As ACCF is a nonpartisan organization, nonpartisan leadership is expected in executing duties in service to the organization. Therefore, all nominees shall sign a statement attesting to their intention of availability and disavowing running for or serving in ANY elected county, Commonwealth, or Federal public office during the term of office of the ACCF position for which they are a nominee. This restriction does not apply to appointed offices of the county, Commonwealth, or Federal Government.
11. Nominations will be permitted from the floor during the Annual Election.
12. Nomination Committee members will be provided access to member rolls and meeting attendance data by the ACCF Secretary and Membership Chair. 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. All Nomination Committee members shall sign a binding statement acknowledging the confidentiality of all personally identifiable data provided by ACCF.

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13. 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 ACCF's diversity policy.
14. The ballot process and counting of ballots will be carried out only by Voting Members and Alternate Members who are not on the ballot.

**APPROVED BY UNANIMOUS VOICE VOTE OF THE ACCF BOARD OF DIRECTORS
AT A REGULAR BOARD MEETING,
SUNDAY 14 NOVEMBER 2021.**