



Chapter Information Guide for the 2024 National Board Elections

April 18, 2024

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Date, Time and Place of Elections

Elections for the NACE National Board will be held on Sunday, July 21, 2024 during the Experience Conference for Catering & Events in Denver, Colorado. More information on Experience can be found at www.nace.net/experience.

Actions Required by Chapters

- Chapter Board members should read and be familiar with this packet.
- Appoint Chapter Delegates to vote in the National Board elections. The Chapter Board should approve the Chapter Delegate appointments during a board meeting as recorded in the meeting's minutes.
- Report Chapter Delegates to National Headquarters using an [online form](#).
- Communicate requirements and expectations to Delegates.
- Manage proxy voting and ensure proxy forms are submitted.

Election Timeline

- Wednesday, May 15 Headquarters calculates Delegate allocations
- Thursday, May 16 Chapter Delegate allocations provided to chapters
- Wednesday, May 22 National Board candidates announced
- By Friday, June 21 Chapter Delegate appointments complete
- By Friday, June 21 5:00 PM ET Deadline to submit Chapter Delegate information via [online form](#).
- Late June-July One virtual "Meet the Candidates" session held
- Friday, June 28, 5:00 PM ET Proxy form submission deadline
- Sunday, July 21 Candidate Meet & Greet, Town Hall,
Candidate Q&A and National Board elections
(Mandatory for all delegates at the Experience Conference)

Nominations and Elections Web Page

Information on the nominations and elections process will be posted at www.nace.net/elections and will be regularly updated.

Announcement of Candidates

Candidates will be announced to membership on May 22, 2024 by electronic mail and at www.nace.net/elections.

Delegates

What are Chapter Delegates?

Pursuant to NACE bylaws, NACE uses a delegate system for voting during the National Board elections. In this system, Chapter Delegates, who are appointed by their chapter board, cast votes on behalf of the chapter's membership. ***Chapter Delegate(s) cast votes in a manner that best represents the constituents of their chapter. Some Chapters' Delegates discuss and agree to vote for candidates unanimously prior to elections, while other Chapters' Delegate(s) make their voting decision on-site.***

Duties and Expectations of Chapter Delegates

Delegates are expected to:

- Review the candidate profiles at www.nace.net/elections.
- View the virtual "Meet the Candidates" session.
- Attend the NACE Town Hall and Candidate Q&A session at the NACE Experience Conference if voting in-person
- Cast a vote in a manner that best represents the constituents of their chapter. Some Chapters' Delegates discuss and agree to vote for candidates unanimously prior to elections, while other Chapters' Delegate(s) make their voting decision on-site.

Qualification to Be a Chapter Delegate

Members with Voting Privileges who are in good standing are eligible to serve as a Delegate. Delegates must be in good standing when submitted by the chapter and at the time of the National Board elections on July 21, 2024. “In Good Standing” means that a member’s dues are current and the member is not subject to any suspension or removal proceedings. Membership dues are considered current and in good standing if the member (a) has paid dues in full; (b) is on a payment plan; or (c) is in the membership “grace period”.

Appointment of Chapter Delegates

Chapter Delegates are appointed by Chapter Boards. Chapter Boards should approve delegate appointments during a board meeting and record the appointment in the meeting minutes.

Allocation of Chapter Delegates

Chapters are allocated one Chapter Delegate per 25 Primary Chapter Members in good standing. “In Good Standing” means that a member’s dues are current and the member is not subject to any suspension or removal proceedings. Membership dues are considered current if the member (a) has paid dues in full; (b) is on a payment plan; or (c) is in the grace period. Delegate allocations are calculated using membership data as of May 15, 2024.

Proxy Voting

What is Proxy Voting?

Proxy voting is how Delegates vote if they are not able to be present in person at the election. Using proxy voting, a Chapter Delegate gives another NACE member, either from their own chapter or another chapter, written authority to cast a vote on their behalf. Proxy voting is a way for chapters to manage Delegate votes for any Delegates who are unable to vote in person.

The member named as the proxy must be a member in good standing and eligible to serve as a Delegate. Members may only carry a proxy for one chapter other than their home chapter. Proxy forms must be submitted by Friday, June 28 at 5:00 PM ET.

The Chapter President, or chapter board leadership representative in place of the Chapter President, may also be the proxy for any delegates not in attendance for their respective chapter.

How to Use Proxy Voting

1. Chapters must first appoint Delegates and submit them to National Headquarters for certification. This procedural step is required, even if you know in advance an appointed Delegate will assign their vote to a proxy.
2. Submit a signed official proxy form no later than Friday, June 28 at 5:00 PM ET to National Headquarters. You must submit a separate form for each Chapter Delegate who will use a proxy vote.

More information is available in this packet, and if you have further questions, please contact the National staff by email at elections@nace.net or call Lawrence Leonard at 410-290-5410.

Chapter Delegate Resources

The Nominations and Elections Committee has developed two resources to assist chapter leaders:

1. Chapter Delegate Requirements and Responsibilities

To ensure your Chapter Delegates understand and can meet the requirements of being a Delegate, distribute this sheet to potential Delegates before appointment and confirm their ability to serve.

2. Chapter Delegate Proxy Form

Submit this form for each Chapter Delegate that will use proxy voting. This form must be submitted by Friday, June 28 at 5:00 PM ET. Submit forms to elections@nace.net.



Delegate Requirements and Expectations

About Delegates

Delegates represent the membership of their chapter in National Board elections, held during the Experience Conference. Delegates cast votes for certain National Board Officer and Director positions, thus acting as the voice of their chapter membership in one of the organization's key governance processes.

Chapters are allocated one delegate for each 25 Primary Chapter Members, or portion thereof, in good standing. Delegates are appointed by the Chapter's Board of Directors.

Delegate Qualifications

1. You must be a Member with Voting Privileges of the chapter for at least (1) year to qualify as a delegate. Members with Voting Privileges are in the Professional, Corporate, Partner, Nonprofit, Legacy and Young Professional categories.
2. The chapter must be your primary chapter. You cannot be a Chapter Delegate for a chapter where you hold a secondary chapter membership.
3. You must be in good standing. To be in good standing you must (a) have dues paid in full; (b) be on a dues payment plan; or (c) be in the grace period. You also must not be subject to suspension or removal proceedings. These requirements must apply at the time of your election as a delegate and at the time of National Board elections voting on Sunday, July 21, 2024.
4. Student Members are not eligible to be a delegate or vote in the National Board elections.

Delegate Requirements and Expectations

- **Virtual Meet the Candidates**
 - You must view the **Virtual Meet the Candidates** session held in June-July
- **Town Hall, Candidate Q&A and Elections**
 - You must attend the Town Hall, Candidate Q&A and Elections session on July 21, 2024, during the Experience Conference for Catering & Events in Denver, Colorado.
 - You must arrive promptly for this session, check in as a delegate, and participate in the entire session.
 - Chapter Delegate(s) cast votes in a manner that best represents the constituents of their chapter. Some Chapters' Delegates discuss and agree to vote for candidates unanimously prior to elections, while other Chapters' Delegate(s) make their voting decision on-site.
 - You must be attentive and follow the instructions given by the members of the Nominations and Elections Committee and other volunteer officials.
 - You must remain present until the election results are announced and you are excused.



DELEGATE PROXY FORM

ASSIGNING DELEGATE INFORMATION (“FROM”)

Assigning Delegate’s Chapter _____

Delegate Name (Please Print) _____

Delegate Mobile Phone _____ **Delegate Email** _____

Delegate Signature _____

Delegate’s Chapter Board Member Approval

Board Member’s Name _____

Board Member’s Signature _____

PROXY DELEGATE INFORMATION (“TO”)

Proxy Delegate Name (Please Print) _____

Proxy Delegate’s Chapter _____

Proxy Mobile Phone _____ **Proxy Email** _____

Proxy’s Signature _____

Proxy’s Chapter Board Member Approval

Board Member’s Name _____

Board Member’s Signature _____

- If, for any reason, a delegate is unable to exercise his or her vote, the chapter may assign that vote by proxy to any current NACE member in good standing eligible to serve as a delegate.
- No proxy will be accepted or acknowledged unless the chapter has submitted a signed, written certification of such proxy to the Secretary/Treasurer of NACE and the Executive Director has verified that the member meets the qualifications of membership.
- Unregistered proxy votes and proxy forms submitted after the deadline will NOT be accepted.
- Each delegate can only vote one proxy. This proxy is valid for sixty (60) days from the date shown above.

Return this form no later than June 28, 2024 at 5:00 PM ET to elections@nace.net