



Notice of Nominations

NAEH CY is currently accepting nominations and Letters of Interest for the following officer positions:

Vice President

In accordance with NAEHCY's by-laws, the term of the Vice President is a two-year period immediately preceding the term of President. The Vice President is the President-Elect (upon ratification by the membership upon ascendance to the presidency). Therefore, this position requires a four-year commitment to the Executive Committee – two years as Vice President, two years as President, and one year as Immediate Past President.

The Vice President shall have such powers and perform such duties as may be specified in the By-Laws or prescribed by the Board of Directors. Typically, the Vice President assists the President in all areas of executive function and leadership. In the event of absence or incapacity of the President, the Board of Directors may designate the Vice President to assume the power and duties of the President.

The Vice President must understand and be prepared to accept the duties of President prior to seeking the position of Vice President. Duties of the President include: chair Board meetings; represent NAEHCY in public; and oversee the execution of organizational activities, priorities and operations in collaboration with NAEHCY contractors and the Executive Committee.

Qualifications: Demonstrated experience with organizational leadership and executive functions; strong public speaking skills; strategic planning and implementation experience; ability to work as part of a team; strong work ethic; deep understanding of homelessness and education from early childhood through higher education; knowledge of NAEHCY and personal commitment to its goals and objectives; organized and detail-oriented.

Estimated time commitment: 10 hours per month while Vice President; 20 hours per month while President; 5 hours per month while Immediate Past President.

Secretary

By mandate of NAEHCY by-laws modified by vote of the full NAEHCY membership on December 3, 2012, the term of secretary shall be a two-year period, not to exceed three consecutive terms.

The Secretary shall, unless otherwise determined by the Board, be secretary of and attend all meetings of the Board of Directors, and record the proceedings of such meetings in the minute book of the corporation and, whenever necessary, certify such proceedings. The Secretary shall give proper notice of meetings to directors and shall perform such other duties as may be prescribed by the Board of Directors or the President from time to time.

All officers serve on NAEHCY's Executive Committee, which oversees the execution of all NAEHCY activities and achievement of strategic goals.

Any person who will be a member of NAEHCY at the time of the election on **October 29, 2017**, is eligible to be nominated or to submit a Letter of Interest. Individuals attending the 2017 NAEHCY conference are automatically members starting on the first day of the conference; anyone who wishes to run for office but cannot attend the conference can join NAEHCY on-line at. Any candidate who is not sure of his or her NAEHCY membership status may obtain confirmation of membership and information about how to join NAEHCY by emailing info@naehcy.org.

All nominations and letters of interest must be received via email at Nominations@naehcy.org no later than midnight EST on Thursday, October 12, 2017. Please note that NAEHCY Election Procedures no longer allow for nominations from the floor at the conference or at any time after the **October 12th** deadline. Nominations and Letters of Interest **must include the following information:**

- Candidate name and contact information
- Candidate current title and geographic location
- A description of the candidate's involvement in NAEHCY to date
- The position for which the candidate is applying
- A description of the candidate's qualifications related to the position
- An explanation of why the candidate wants to be on the Board of Directors
- A photo and bio which will be posted on the NAEHCY website for membership to review
- Whether the applicant will be present at the election, which will occur at the annual membership meeting at NAEHCY's 2017 Annual Conference in Chicago, IL.

Additionally, applicants may include an updated resume, letter(s) of reference, and any other information that might be helpful to the voting members.

Letters of Interest, nominations, and/or questions should be emailed to: Nominations@naehcy.org.

On or before **Friday, October 20, 2017**, the NAEHCY Board President will publicly post the list of nominees for Vice President and Secretary on NAEHCY's website and Facebook page.

NAEHCY's Annual Membership Meeting will be held on **Sunday, October 29, 2017 beginning at 5:15 PM** at the Hyatt Regency in Chicago in the **Columbus G** room. The election of officers will be held immediately following the Membership Meeting at approximately **6:30 PM**.

NAEHCY's Diversity Policy follows.

NAEHCY
DIVERSITY POLICY

Board approved on February 13, 2012

- NAEHCY believes that the wide array of perspectives resulting from diversity and inclusion provides us with a greater opportunity to achieve our mission. We believe that diversity encompasses characteristics such as: race; ethnicity, language and culture; age; religion; gender; sexual orientation and gender identity; physical ability; socio-economic background; and parental status.
- NAEHCY is committed to ensuring: the diversity of its Board, staff, contractors and volunteers; inclusiveness in its projects, programming and messaging; equal access to its scholarships and other funding opportunities; and the preclusion of partnerships of any kind with organizations that discriminate or otherwise obstruct diversity. The Board will develop and implement ongoing plans for diversity, including monitoring and reporting its progress toward these goals annually.
- NAEHCY Board members, staff, contractors and volunteers shall be talented, engaged and knowledgeable women and men from diverse backgrounds who meet needed competencies and are fully committed to using those competencies actively and consistently to benefit NAEHCY. Needed competencies include professional expertise, talents, skills, and personal experiences that enhance NAEHCY's sustainability and capacity to succeed in its work, such as: experience with education systems at state and local levels (early childhood through higher education); experience with service provision to children, youth and families experiencing homelessness; youth development expertise; business expertise; philanthropic and/or development experience; marketing/PR/communications skills; nonprofit management; social science research and evaluation; technology, website and social media skills; legal expertise; community organizing experience (inter-agency and grassroots); experience lobbying or organizing to support legislation; geographic representation; and housing status.
- NAEHCY also believes that in order to be effective, its programming and planning decisions must be guided by the needs, goals and perspectives of our constituents. Our constituents include: children, youth and parents experiencing homelessness; state coordinators; local liaisons; student services personnel and educators; service providers; advocates; policy makers; donors; organizations or individuals with a professional or personal interest in the education of children and youth experiencing homelessness; and communities overall.
- NAEHCY will create opportunities to hear from its constituents, whose perspectives will guide its work.

NAEHCY
Election of Officers Procedure
Board Approval: June 9, 2015

The Executive Committee of the NAEHCY Board of Directors shall prepare a Notice of Nominations. This notice shall include (at a minimum):

1. The offices for which nominations are being accepted (President, Vice President, Secretary, and Treasurer);
2. A job description, including the term and term limits, for each office;
3. Who is eligible to be nominated;
4. Who is eligible to submit a nomination;
5. How to submit a nomination;
6. A statement that the nomination is due 2 weeks prior to the beginning of the annual conference, specifying the date and time at which applications will no longer be accepted;
7. The date and time of the election at the annual Membership Meeting;
8. A description of how nominees will be expected to present their qualifications at the Membership Meeting, whether in person or through a representative; and
9. NAEHCY's diversity statement.

This notice will be posted on the NAEHCY website and Facebook page and disseminated to the membership at least one month prior to the date of the election. Officer elections are held during the odd-numbered years.

According to By-Laws, NAEHCY shall notify its members of the place, date, and time of the annual Membership Meeting no fewer than 30 nor more than 60 days before the meeting and shall include a description of any matter or matters that must be approved by the members.

At least a week prior to the annual conference, the President shall prepare the official, written ballots for the election. Each paper ballot shall contain the names of all the candidates who were formally nominated prior to the due date. The ballot shall contain instructions for how it should be marked and how many candidates for a particular office may be voted for. Each ballot shall bear a unique number so that all ballots can be accounted for. The Secretary shall denote in the meeting minutes the number range of ballots distributed and submitted for vote.

The President will recruit 2 members of the Board of Directors to help count the votes following the election. These members must not be nominated for any of the offices.

The election of officers shall be held at the conclusion of the annual Membership Meeting at the NAEHCY Conference. After the last order of business, it will be announced that the elections will begin. Anyone not interested in participating in the election process will be asked to leave, and the doors will be closed.

Each member in attendance shall be entitled to cast one vote, and the elections shall be decided by the majority vote.

Members of the Executive Committee, who are not nominated for any of the offices, will distribute one ballot per voting member. A member of the Executive Committee who is not nominated for any of the offices will stand at the door to collect the ballot of anyone leaving the room during the election proceedings. Anyone who leaves without casting a vote will be asked to submit their ballot with a large "X" to indicate it is invalid.

Each candidate on the written ballot will have an opportunity to speak to the voting members for up to 10 minutes. They will be called upon in order of office and alphabetical order by last name.

Once every candidate has spoken, the President will ask for a volunteer from the general membership to witness the vote-counting process. If more than one person volunteers, the volunteer shall be selected by the President. Voting members will then be asked to cast their votes in writing, fold their ballots, and drop them into a secured box.

The President, two members of the Board of Directors (who are not candidates) and the volunteer witness will move to a private location with the ballots and the ballot box. The ballots will first be arranged in numerical order, and then the results shall be tallied for each office.

The President shall first notify the winning candidates and then those candidates who were not selected before disclosing information to the Board of Directors or general membership. The newly elected members of the NAEHCY Executive Committee shall be announced during the final day of the Conference. Their terms shall begin at the conclusion of the Conference.