

USHJA POLICY STATEMENT

Subject: Nominating Committee Election Timelines – President & Officer/Director

Policy Number: NOM103

Date of Board Adoption: March 8, 2021

Board Approved Effective Date: March 8, 2021

Nominating Committee Timeline (Article 1203.5)

Nominating Committee Timeline for Election of Officers/Directors at December Annual Meeting

30 November Year Prior	Nominating Committee members who wish to seek a position requiring review/selection by the Nominating Committee must resign from the Nominating Committee prior to the start of the Nominating Committee process no later than November 30.
1 December Year Prior	The Governance Committee will provide the Nominating Committee and the Board of Directors any recommendations for changes to nominating and election procedures including the timeline.
February	Board approval of any recommended changes to nominating and election procedures including the timeline.
March	Governance Committee provides Nominating Committee and Board of Directors any needed updated specifications on job descriptions, skillsets, forms, and interview questions needed for upcoming elections. Nominating Committee accepts specifications, job descriptions and skillsets and nominating forms required as recommended by the Governance Committee.
15 April	Board of Directors approval for updated job descriptions and specifications.
15 May	Membership Nomination Period for National Officers (excluding President), Dedicated Board seats and Directors At-Large begins. Notice of “Membership Nomination Period” information to be made available on the USHJA website and is posted to social media.
15 August	Membership Nomination Period for National Officers and Directors At-Large seats closes.
15 September	Deadline for all nominee responses to the questionnaire to be submitted to the Executive Office of the USHJA, Lexington, KY. Following receipt and review of the written responses to interview questions, the Nominating Committee shall meet to determine which candidates to interview based on job descriptions and any specific requirements.

October The nature and location of the interview process will be determined by the Nominating Committee and may be in-person or via conference call or another process as determined by the Nominating Committee.

Nominating Committee Candidate Interview Process begins.

At least five members of the Nominating Committee must be present during the interview.

A duty of the Chair of the Nominating Committee is to ensure use of a consistent set of interview questions for all Candidates seeking similar positions.

20 November Final Slate of Candidates – The Nominating Committee shall review all individuals’ submissions, interview those with necessary qualifications, select the two most qualified individuals (where possible) for each open seat, and put those two nominees forward for each Official and Director At-Large (2 nominees per seat where possible) for the USHJA Board of Directors Annual Meeting agenda, and for posting on the USHJA website.

Candidates not selected will be notified prior to the Nominating Committee announcement of Nominating Committee Candidate(s).

Annual Meeting Elections

Nominating Committee Timeline for Election of President at a September Meeting

Process commences November of the year prior to the third year of the President’s current term (unless no one chooses to run against the incumbent President).

30 November Year Prior Nominating Committee members who wish to seek a position requiring review/selection by the Nominating Committee must resign from the Nominating Committee prior to the start of the Nominating Committee process no later than November 30.

1 December Year Prior The Governance Committee will provide the Nominating Committee and the Board of Directors any recommendations for changes to nominating and election procedures including the timeline.

January The Governance Committee provides the Nominating Committee and Board of Directors with any updates to the specifications for the job description and skillsets required for the Presidency, and interview questions to be used.

The Nominating Committee accepts specifications, job descriptions and skillsets required as recommended by the Governance Committee

February The Board of Directors approves any changes to the nominating and election procedures including the timeline, the job description, the specifications or criteria including the Presidential Training Program as determined by the Governance Committee.

March	Nominating Form to be accepted by the Nominating Committee for submission of nominations. Notice of “Membership Nomination Period” information to be made available on the USHJA website and is posted to social media.
15 April	Nomination Period for the Office of President opens
1 May	Nomination Period for Office of the President closes
15 May	Deadline for all nominee responses to the questionnaire to be submitted to the Executive Office at the USHJA, Lexington, KY. Following receipt and review of the written responses to interview questions, the Nominating Committee shall meet to determine which candidates to interview. Candidates not selected by the Nominating Committee will be notified. The Nominating Committee Candidate Interview Process begins. The nature and location of the interview process will be determined by the Nominating Committee and may be in-person or via conference call or another process as determined by the Nominating Committee. At least five members of the Nominating Committee must be present during the interview. A duty of the Chair of the Nominating Committee is to ensure use of a consistent set of interview questions for all Candidates seeking similar positions.
15 June	The Nominating Committee shall finalize their list of Candidates. Candidate(s) not selected will be notified prior to the Nominating Committee announcement of Nominating Committee Candidate(s).
1 August	Final Slate of Candidates – The final slate of Nominated Candidates will be submitted by the Nominating Committee for the USHJA Board of Directors September Meeting agenda and posted on the USHJA website.
September Meeting	Election