



Voluntary Protection Programs Participants' Association
Region VII Iowa · Kansas · Missouri · Nebraska

NOMINATION, ELECTION & APPOINTMENT POLICY

Objective

This document establishes the general guidelines and operating procedures that outline the Chapter Board of Directors nomination, election and appointment processes, including responsibilities, the appointment of a Nominating Committee, and nomination, election and appointment protocol.

This policy is to be used in conjunction with nomination, election, appointment and nominating committee requirements as described in the Region VII Voluntary Protection Programs Participants' Association (VPPPA) By-laws.

Applicability

This policy is applicable to the Region VII VPPPA.

Revision Summary

Revisions include requirements for Nominating Committee membership and communicating confirmed nominees.

- 1.0 Definitions.
- 1.1 Appointment Nomination Form: a formal document used to nominate Chapter members for an open Board of Directors position by appointment. The form contains nominee contact and employment status information and the Board position they seek.
- 1.2 Appointment Protocol: a formal document that contains appointment eligibility.
- 1.3 Background Check Authorization Form: a consent form authorizing the Region VII Board of Directors to conduct a background check on Board officer candidates prior to their election or appointment.
- 1.4 Board of Directors Requirements, Duties, Obligations and Responsibilities: a formal document that contains nomination, election and appointment qualifications, requirements and duties of the Chapter Board of Directors set forth in the Chapter By-laws, and the obligations and responsibilities of Chapter Board members.



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- 1.5 Chapter: Voluntary Protection Programs Participants' Association Region VII, with a geographical area covering the states of Iowa, Kansas, Missouri and Nebraska.
- 1.6 Election Nomination Form: a formal document used to nominate Chapter members for an open Board of Directors position contested at the Chapter's election. The form contains nominee contact and employment status information and the Board position they seek.
- 1.7 Election Protocol: a formal document that contains election eligibility, pre- and onsite campaign rules and candidate promotion by the Chapter Nominating Committee.
- 1.8 Good standing: wherein dues as set (or waived) by the National VPPPA Board have been paid for the current year, and members are in compliance with the National and Chapter VPPPA By-laws.
- 1.9 Management Support Letter: a signed written commitment from the nominee's company leadership, supporting the nominee's participation as a Chapter Board member. Leadership commitment shall include support for the nominee's time and travel expenses.
- 1.10 Statement of Qualifications: a narrative of 250 words or less prepared by the nominee indicating their qualifications to serve as a Chapter Board member and why they are seeking a Board position.
- 2.0 Responsibilities.
 - 2.1 The Board of Directors (Board) and its Officers are responsible for ensuring an open nomination process and objective elections and appointments.
 - 2.2 The Nominating Committee is responsible for recommending to the Chapter Board the names of those persons to be nominated for election and appointment as Directors and Officers of the Chapter. The Committee shall manage the nomination process and elections and appointments, ensuring fair and impartial practices and accurate results.
- 3.0 Nominating Committee.
 - 3.1 The Chapter Board shall appoint a Nominating Committee (Committee).



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- 3.2 The Committee will consist of not less than two (2) current Board members, as well as representation from the Chapter Membership. The Committee shall not exceed five (5) members.
 - 3.2.1 A new Committee will be established each year by the Chapter Board.
 - 3.2.2 The Committee members cannot run for election or re-election to any position on the Chapter Board during the time they serve on this committee.
- 3.3 The Chapter Board shall appoint one of the two Board members serving on the Committee as the Chairperson of the Committee.
 - 3.3.1 The Committee Chairperson will also serve as the election judge. Any and all election questions shall be directed to the election judge.
 - 3.3.2 The Committee Chairperson shall report on Committee business at Chapter Board meetings.
- 4.0 Nomination process.
 - 4.1 Nomination solicitation letter.
 - 4.1.1 A nomination solicitation letter shall be distributed by the Committee Chairperson each January announcing the Chapter's annual Board of Directors election. A nomination solicitation letter shall also be distributed when the Board of Directors intends to appoint a replacement for a vacant Board position. The letter shall be delivered either personally, by first class mail, or other form of wire or wireless communication to each Chapter member as their address appears in the Chapter records.
 - 4.1.2 The election nomination solicitation letter shall include the location and dates of the Chapter Conference, the date(s) and time(s) of the election, open Board positions, nominee eligibility requirements, nominee information required to be submitted, how to submit nominee information and the submittal deadline, and where additional nomination and election information may be obtained.
 - 4.1.3 The appointment nomination solicitation letter shall include the open Board position(s), the date and time of the Board meeting when the appointment(s) will be made, nominee eligibility requirements, nominee information required to be submitted, how to submit nominee information and the submittal deadline, and where additional nomination information may be obtained.
 - 4.2 Nomination information.



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- 4.2.1 Each nominee shall submit the following information as part of their nomination: a signed Election or Appointment Nomination Form, a signed Election or Appointment Protocol, a signed Background Check Authorization Form (officer candidates only) a Statement of Qualifications, and a Management Support Letter signed by their company leadership. Nominees may submit a photograph of themselves.
- 4.2.2 Each nominee shall read the Chapter Board of Directors Requirements, Duties, Obligations and Responsibilities. To be eligible for election or appointment to the Chapter Board, nominees shall understand and comply with the requirements identified in the document.
- 4.3 Receipt of nominations.
 - 4.3.1 All nominations shall be submitted to the Committee Chairperson.
 - 4.3.2 The Committee Chairperson shall ensure that all nominations and nomination information is distributed to all Committee members.
 - 4.3.3 The Committee shall establish the deadline for receipt of nominations and nominee information. Nominations received after the deadline shall not be accepted.
 - 4.3.4 Any election nomination not received prior to the deadline may be made from the floor during the Annual Meeting of the Membership at the annual conference.
- 4.4 Confirmation of nominations.
 - 4.4.1 The Committee shall confirm all nominations through the National VPPPA membership liaison. Eligible nominees must be from a Chapter member site and the site must be in good standing.
 - 4.4.2 In addition to the requirements cited in § 4.4.1, Officer candidates will submit to a background check compliant with the Fair Credit Reporting Act (FCRA) to evaluate the candidate for the sole purpose of determining their ability to honestly and ethically serve as an officer of the Chapter.
 - 4.4.3 Background checks shall include the following screening elements: registered sex offender (state and national), social security number trace, seven-year county criminal record search, federal criminal record search, national criminal search. Treasurer candidates shall also be subject to a credit report background check.



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- 4.4.4 The Committee shall confirm all Officer nominations through the background check agency. Eligible nominees must have a credible background report acceptable by the Board.
- 4.4.5 A nomination acceptance letter shall be sent to each nominee confirmed as an eligible candidate. A letter shall be sent to nominees whose nomination has been denied, stating the reason(s) why the nominee is not eligible.
- 4.5 Communicating Confirmed Nominees.
 - 4.5.1 The Committee shall publish all confirmed election nominee information through distribution to chapter membership and the Chapter website both one month and one week prior to the conference.
 - 4.5.2 Communication of confirmed election nominees shall include the nominee and their employers name and the position for which they are nominated. The nominee's Statement of Qualifications and photo may also be used in the distribution to Chapter membership and on the Chapter website.
- 4.6 Nominations received from the floor.
 - 4.6.1 The Committee Chairperson shall solicit election nominations from the floor during the Annual Meeting of the Membership. Candidates nominated from the floor shall accept or decline the nomination at the time of the nomination.
 - 4.6.2 The Committee shall confirm election nominations received from the floor through the National VPPPA membership liaison. Eligible nominees must be from a Chapter member site in good standing.
 - 4.6.3 Candidates accepting an election nomination received from the floor shall submit a signed Nomination Form and a signed Election Protocol prior to the conclusion of the Annual Meeting of the Membership. Candidates shall also have their company management representative confirm their support. A Management Letter of Support signed by the election nominee's company leadership shall be submitted within one week of the election for final confirmation of election results. Officer candidates shall submit to a background check as identified in § 4.4.2 and 4.4.3. Officer candidates shall complete and submit the Background Check Authorization Form prior to the conclusion of the Annual Meeting of the Membership. A credible background report acceptable by the Board must be received and approved within four weeks after the election for final confirmation of election results. Failure to comply with these requirements shall result in the nomination being withdrawn.



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- 4.6.4 An election nominee from the floor is eligible to campaign after their nomination (after the Annual Meeting of the Membership) and not before. Candidate information will not be published for nominations received from the floor.
- 5.0 Election process.
- 5.1 Chapter Board of Directors shall be elected by the Chapter members at the Chapter's annual conference.
- 5.2 During the Annual Meeting of the Membership at the annual conference, the Committee Chairperson shall provide information to the Chapter membership on the impending Board of Directors election. The information communicated shall include:
 - 5.2.1 Nomination and election procedures.
 - 5.2.2 Location, date(s) and time(s) of the election.
 - 5.2.3 The names of candidates nominated for each open position.
- 5.3 The Committee Chairperson shall solicit and accept election nominations from the floor.
 - 5.3.1 If there are no election nominations from the floor and there is only one candidate running for a position, the candidate can be voted in by acclamation.
 - 5.3.2 Once election nominations from the floor have been received, the final ballot shall be prepared for all contested positions.
- 5.4 Campaigning.
 - 5.4.1 All candidates shall be invited to make a campaign speech, not to exceed three minutes, at the Annual Meeting of the Membership. A Committee member shall time all speeches and intervene when three minutes have expired.
 - 5.4.2 All candidates shall draw for the order of presenting their campaign speech.
 - 5.4.3 Election campaign rules are stated in the Election Protocol and shall be followed. Failure to comply with Election Protocol requirements may result in immediate disqualification.
- 5.5 Voting location.



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- 5.5.1 The Committee shall establish a voting location that is visible through signage and / or rope stanchions. Committee members shall be assigned to operate and officiate the election from the voting location.
- 5.5.2 During the official voting time, candidates are not allowed within 25 feet of the voting area, except to pick up and drop off their ballot.
- 5.5.3 During the official voting time, campaigning is prohibited within 25 feet of the voting area.
- 5.5.4 During the official voting time, candidates shall not engage in conversation with Committee members distributing the ballots.
- 5.6 Ballots.
 - 5.6.1 The Committee shall prepare a ballot using the established ballot form. The candidates for each contested position shall be listed on the ballot. Each position's incumbent shall be listed first. Each position's remaining candidates shall be listed in alphabetical order according to the candidate's name (last, first, middle initial).
 - 5.6.2 Ballots shall be distributed to all eligible voters from the voting location during the official voting time.
 - 5.6.3 Completed ballots shall be returned to the voting location during the official voting time.
 - 5.6.4 The official voting time may be modified only upon recommendation from the Committee and approval by the Board.
- 5.7 Ballot verification procedure.
 - 5.7.1 The Committee shall verify, through the National VPPPA membership liaison, Chapter member company names and sites for a complete list of member sites that are in good standing and eligible to vote at the conference.
 - 5.7.2 Full member sites are eligible to vote. Each site shall cast two votes – one from a management representative and one from a labor representative. No proxy voting is allowed.



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- 5.7.3 Corporate member sites are eligible to vote only if they are represented by a Chapter Board member and only if the corporate location is within the Chapter's geographical area.
- 5.8 Ballot counting
 - 5.8.1 Ballot counting shall be performed in private by the entire Committee. Poll watchers or observers for vote counting are prohibited.
 - 5.8.2 All legal ballots shall be tallied and a winner for each open position shall be identified.
 - 5.8.3 Those persons who receive the greatest number of votes shall be deemed elected, even though they may not receive a majority of the votes cast.
 - 5.8.4 In the event of a tie, the Chapter Board will determine the winner. This determination shall be made by a Chapter Board vote, with one single vote going to the candidate selected by the Chapter Board. This process shall be conducted prior to the General Session on the final day of the Chapter conference.
- 5.9 Election results notification.
 - 5.9.1 Election results shall be officially announced by the Committee Chairperson to candidates and conference attendees during the General Session on the final day of the Chapter conference and on the Chapter website. The results shall remain confidential within the Committee until the official announcement.
- 6.0 Appointment process.
 - 6.1 A vacancy on the Chapter Board may be filled by appointment by the Chapter Board at a regular or special Board meeting.
 - 6.2 The Committee Chairperson shall provide information on all appointment nominees to the Chapter Board no less than one week prior to the regular or special board meeting.
 - 6.3 The Committee shall prepare a ballot using the established ballot form. The candidate(s) for the vacant Board position(s) shall be listed on the ballot. Each position's candidate(s) shall be listed in alphabetical order according to the candidate's name (last, first, middle initial).



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- 6.4 A vote shall be conducted by the Committee Chairperson, polling each Board member present at the meeting. The votes shall be tallied and a winner identified. The person(s) who receive the greatest number of votes shall be deemed elected, even though they may not receive a majority of the votes cast, and through less than a quorum of the Board.
- 6.5 The Board appointee shall take office immediately, or at a date specified by the Chapter Board. The appointee shall serve out the remainder of their Board predecessor's elected term.
- 6.6 The Board appointment shall be officially announced by the Committee Chairperson to candidates and the Chapter membership through distribution and the Chapter website.

Related Information

The following nomination, election and appointment documents are available on the Chapter website at www.regionviivpp.org :

Appointment Nomination Form

Appointment Protocol

Background Check Authorization Form

Board of Directors' Requirements, Duties, Responsibilities and Obligations

Election Nomination Form

Election Protocol