

Running for a Seat on the NAHC Board of Directors

If you are considering becoming a candidate for a seat on the NAHC Board of Directors, please read the following information. Should you have any questions, please contact the NAHC office at (202) 737-0797 or, during the conference, see a staff member in the registration area.

Five positions on the NAHC Board will be up for election at the October NAHC Annual Meeting of Members. All five positions are three-year terms. Elections will take place immediately prior to the NAHC Annual Meeting. This year's Annual Meeting will be held on **Saturday, October 29 from 9:30 am – 11:00 am** during NAHC's 56th Annual Conference.

To be eligible for election, a candidate must be an active member representing a housing cooperative that is either a direct member or a member through an association member, be an individual member or a designated representative of a member firm or organization. Candidates do not need to be present at the Annual Meeting to run for a seat on the Board of Directors. If the candidate is not going to be present then a person representing his or her candidacy must be designated.

Candidate Process

- 1 All candidates must complete a "Petition for Candidacy" form, attached as pages 4-6 of this packet. The petition includes obtaining endorsements from local cooperatives and NAHC member associations and providing personal information.
- 2 Turn in your Petition for Candidacy to NAHC by mail, via electronic submission, or at the registration desk at the NAHC Annual Conference. The deadline for turning in your petition is **Thursday, October 27 at 5:00 pm local time.** (Electronic submissions must be submitted by midnight, Wednesday, October 26.) If a candidate is not attending the conference, petitions may be submitted by someone else for you.
- 3 A copy of all Petitions for Candidacy will be displayed on a bulletin Board in the conference registration area so that the membership may review candidates' qualifications. All candidates are invited to provide a photograph to be displayed along with the petition. Petitions will be posted as soon as they are received. The earlier your petition is submitted, the more opportunity the membership will have to get to know you.
- 4 We encourage all persons intending to seek election to the Board of Directors to submit their Petition for Candidacy by mail in advance of the Annual Meeting.
- 5 We encourage you to garner support of members throughout the Annual Conference. Member Associations will be caucusing on **Friday, October 28 at 5:45 pm local time.**

- 6 Candidates will have two opportunities to speak to the membership on **Friday, October 28** during the Annual Conference: (1) You have up to 2 minutes to speak about yourself during the Awards Luncheon, which begins at 12:15 pm local time, and (2) at the Candidate's Forum, a question and answer open discussion at 5:15 pm local time. If candidates are not present at the Annual Meeting, a designee may present an oral statement on the candidate's behalf during either or both of these opportunities.
- 7 Ballots will be available to active members prior to the commencement of the Annual Meeting on **Saturday, October 29 beginning at 8:30 am** in the registration area.
- 8 Voting is closed and Ballots are due at **9:30 am Saturday, October 29** prior to the Annual Meeting.
- 9 Announcement of the election results will occur during the Annual Meeting.

If You Are Elected

If you are elected, you must plan to attend the Organizational Meeting on **Saturday, October 29 from 11:00 am – 12:00 pm** following the Annual Meeting. In addition, there is a short Orientation Session held for newly elected Board of Directors members following the Organizational Meeting.

A member of the NAHC Board needs to plan to attend and participate actively in member, Board, and assigned committee meetings; provide leadership in promoting the Association, its stated mission, and its programs; represent the Association at related meetings as directed by the Board; and promote membership in the Association. To meet these responsibilities, a Board member must be familiar with the Bylaws of the Association, recent Board minutes, committee reports, and reports from staff. There is a personal and legal responsibility by each Board member for all acts and omissions of the Board in the discharge of its responsibilities in accordance with the Bylaws of the Association (NAHC carries a D&O policy). Along with promoting the Association and its programs, personal responsibilities of being a Board member of the National Association of Housing Cooperatives include:

- Attendance at four meetings annually: One meeting immediately prior to the Annual Conference, one meeting following the elections. Two meetings, at least one in Washington, DC – one in late winter/early spring, and one in summer.
- Meetings are conducted over a three-day period, typically scheduled on Fridays, Saturdays and Sundays. (Some ad hoc committees also meet prior to Saturday)
- Members of the Board of Directors do not receive any compensation or reimbursement of expenses for attending Board or other governance meetings of the Association or for other Board business. All expenses are borne by the Board member (i.e., transportation, hotel, meals, incidentals, telephone, and postage). Depending on your location, you can expect your annual cost to be from \$1,500-\$5,000.

- Your commitment will most likely require time off from your place of employment.
- Your commitment means you will be serving on the Board in a working, participating capacity. This is not an honorary position.
- An active e-mail address.
- You will serve on at least one committee, which may meet by conference call or otherwise do work between Board meetings.

NAHC Board of Directors Petition of Candidacy

Full Name:		
Street Address:		
City	State	Zip:
Cell Phone: (Text message reminders will be sent to you on site with updates)		
Fax:		
Email:		

If you are attending the NAHC Annual Conference and/or Annual Meeting, please provide the following information in case we need to contact you.

Name of hotel in which you are staying:

Annual Conference Candidates Speaking

Candidates approved by the Credentials Committee will have two opportunities to speak to the membership on **Friday, October 28** during the Annual Conference: (1) Up to 2 minutes during the Awards Luncheon, which begins at 12:15 pm local time, and (2) at the Candidate’s Forum, a question and answer open discussion at 5:15 pm local time. If candidates are not present at the Annual Meeting, a designee may present an oral statement on the candidate’s behalf during either or both of these opportunities.

For Office Use Only:
<i>Receive Date and Time</i> _____
<i>Posted Date and Time:</i> _____

PLEASE MAKE A COPY FOR YOUR RECORDS BEFORE SUBMITTING TO NAHC.

NAHC Board of Directors Petition for Candidacy

Full Name:

City/State:

NAHC Membership Name:

Experience

Cooperative Experience: (list titles of positions held, length of services, area of expertise, etc.)

Local cooperative affiliation: _____

Local experience:

Regional housing association affiliation: _____

Regional and/or national experience:

Are you currently a NAHC Board member? Yes No

If yes, which meetings did you attend during the past year? (circle all that apply) Oct 2015, Feb 2016, May 2016

What committees did you actively serve on? _____

What can you offer to NAHC's Board?

Why are you running for this seat?

Endorsements

1. Signature of an officer from your home cooperative, if applicable:

 Title: _____ Cooperative Name: _____

2. Signature of a Board Member from your Regional Association:

 Title: _____ Association Name: _____

3. Signature of a second Board Member from your Regional Association:

 Title: _____ Association Name: _____

Signatures of 10 NAHC members: Circle one member type—see key below

Print Name:	Signature:	Member Type: R	D
Print Name:	Signature:	Member Type: R	D
Print Name:	Signature:	Member Type: R	D
Print Name:	Signature:	Member Type: R	D
Print Name:	Signature:	Member Type: R	D
Print Name:	Signature:	Member Type: R	D
Print Name:	Signature:	Member Type: R	D
Print Name:	Signature:	Member Type: R	D
Print Name:	Signature:	Member Type: R	D
Print Name:	Signature:	Member Type: R	D

Key for Member Type

R = Regional Members join through a Regional Association such as CNYC, FNYHC, PAHC, CAHC, CHANE, MAHC. Indicate whether you join as an individual, coop, or as a professional.

D = Direct Members join and pay dues directly to NAHC. Indicate whether you join as an individual, coop, or as a professional.

I, the undersigned candidate, agree to devote the time and resources to carry out the duties of being a member of the National Association of Housing Cooperatives Board of Directors.

Candidate's Signature: _____ Date: _____/_____/_____