

**National Council of University Research Administrators (NCURA)
Nominating Committee - Region V
Procedures**

NOMINATING COMMITTEE

(Excerpts from BY-LAWS of NCURA REGION V (Amended February 10, 2015), ARTICLE IV - OTHER REGIONAL COMMITTEES and ARTICLE V - ELECTIONS)

The Region shall have a Standing Regional Nominating Committee that shall consist of no less than three Regional members, all of whom shall be appointed annually by the Immediate Past Chair. The Regional Nominating Committee shall be responsible for overseeing the election of Region V officers.

In odd years:

Chair-Elect

Treasurer-Elect

Region V Member on the National Board of Directors (from National By-Laws)

1 At-Large Regional Executive Committee member

In even years:

Chair-Elect

Secretary

1 At-Large Regional Executive Committee member

The Nominating Committee shall develop a slate of one or more candidates for each of the offices, hold an election in which the membership will vote, and operate in accordance with the written procedural guidelines adopted and approved by the Regional Executive Committee.

Procedures and Responsibilities

At Least 180 Days before the Regional Meeting:

- In consultation with the Executive Committee, the Region V Immediate Past Chair shall appoint a nominating committee consisting of at least three (3) regional members, including a Chair. Committee members shall be selected with consideration of regional balance, knowledge of the region's membership, and in accordance with NCURA's Statement on Diversity and Inclusion.
- The Region V Immediate Past Chair shall ascertain the willingness of committee members to serve and communicate the final committee membership to the committee and to the Executive Committee.

At Least 120 Days before the Regional Meeting:

- The nominating committee (NC), in consultation with the Region V Immediate Past Chair, shall prepare a nomination form with nominating instructions. A résumé should accompany each nomination.

- The NC Chair shall contact the National Office for assistance with conducting the election. Electronic ballots managed by the National Office shall be used.

At Least 90 Days before the Regional Meeting:

- The NC shall call for nominations from the Region V membership through an eBlast sent to all Region V members and through other relevant communication methods.
- Nominations shall be submitted to the Chair of the NC by at least 60 days before the Regional Meeting.

At Least 60 Days before the Regional Meeting:

- The NC Chair shall contact the National Office to ensure all nominees are members in good standing.
- NC members shall contact nominees to determine their willingness to be a candidate if selected for the slate.
- Copies of the nomination forms and résumés shall be distributed to the other members of the NC at least 50 days before the Regional Meeting.
- The NC Chair shall convene a conference call or web-based meeting to select the slate of candidates at least 40 days before the Regional Meeting. The Immediate Past Chair of Region V shall be informed of the selections immediately thereafter.
- At least 35 days before the Regional Meeting, the NC Chair shall ask each selected candidate to provide a brief (one page or less) statement summarizing their experience and the justification for their candidacy.

At Least 30 Days before the Regional Meeting:

- The nominating committee shall prepare election information documents: a list of candidates by office, with the names in alphabetical order, including their title and institution, and candidate statements. The NC Chair shall submit this information to the Region V Publication/Communications Committee for posting on the Region V website.
- The NC Chair shall email the list of candidates to the National Office to prepare the ballots and conduct the electronic election; the Immediate Past Chair of Region V shall be copied on the email message.
- From the time the ballot is issued and before the Regional meeting, voting must be completed within seven days. (The NC Chair may use NCURA Region V eBlasts to encourage members to vote.)
- The Region V Immediate Past Chair shall inform each candidate of the election results immediately, and thereafter the results shall be posted on the Region V website.

Revision Notes

Travel Award Requirements document created: October 31, 2019

Last revised: March 7, 2024

Last approved by Executive Committee: May 19, 2022