

"Linked together in unity."



"Serving together with purpose."

NOMINATING COMMITTEE

Debra S. Hart - Chairman
Cassandra Herndon
Towanda Macon
Calsine Pitt
Kelvin Walton

Date: November 14, 2023

To: WSSU NAA Executive Council
Subject: Voting Procedures

VOTING TIMELINES and PROCEDURES:

December 01, 2023- Members will be notified of open election by this date by NAA

- **January 15, 2024** – All members must be contacted for names of candidates to be considered for office. The membership committee must supply the nominating committee with a list. The nominating committee will coordinate the list with chapter presidents.
- **January 27, 2024** – Winter Board Meeting
- **February 15, 2024** – All nominations for elective office must be received by the nominating committee at the NAA website or by postal mail
 - A slate of at least two (2) nominees for each elective office shall be established by the nominating committee
 - Immediately after receiving applications, the committee chairman will contact each applicant to confirm receipt of the packet
 - Application packets should include:
 - Completed application
 - Current 2"x 2" color or black and white photo
 - Biographical sketch of candidate
 - Position statement outlining goals, objectives, and vision for the Association
 - Applications should be sent to the nominating committee email address wssunaanominating.committee@gmail.com
 - Certification of applicants' credentials will be verified by the nominating committee
- **February 28, 2024**
 - Candidate profiles and voting instructions shall be provided to membership
 - This is the last date to accept new member payments (making them eligible for voting in election)
- **March 1, 2024**
 - Chapter presidents and regional coordinators will be notified of the distribution of candidate profiles and voting instructions
 - Deadline for ballots to be mailed out

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- **April 1, 2024**
 - All mail-in ballots must be postmarked by this date
- **April 15, 2024**– All candidates will be notified of election results
 - All returned ballots shall be retained by the Association for a period of six (6) months following election

PROCEDURE FOR SUBMITTING MAIL-IN BALLOTS:

- Nominating committee will contact all eligible members as to the procedures for mail-in ballots
- Mail-in ballots will be provided to members who wish to submit them
- Instructions for voting will be included in the packet for mail-in voting
- Mail in ballots must be postmarked and received by specified dates

Respectfully submitted,

The Nominating Committee
Winston-Salem State University National Alumni Association, Inc.