



# 2017 NBC-LEO Board of Directors Candidate Information

**Application Deadline: Friday,  
October 14, 2016**

## Thank you for your interest in serving on the NBC-LEO Board of Directors!

If you have questions or need assistance, please email [constituencygroups@nlc.org](mailto:constituencygroups@nlc.org).

### Application Process and Deadlines

All candidates interested in applying for or renewing Officer positions (Second Vice President, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Chaplain, Historian, or Parliamentarian), At-Large positions, and Regional Director positions for the NBC-LEO Board of Directors must submit an application form electronically by October 14. **Please note that applications will not be accepted onsite at City Summit.**

Anyone who missed the deadline and still wishes to be a candidate for office will not be eligible to participate in the Nominating Committee Hearing and must be nominated from the floor of the General Membership Meeting with a time limit of one minute for remarks.

### Nominating Committee Hearing

The Nominating Committee is comprised of past presidents and is presided over by the immediate past president.

No applications will be received at the hearing or after the deadline.

Only candidates whose applications were submitted by the deadline will be allowed to address the Nominating Committee with remarks at the hearing.

**All members of NBC-LEO should attend the Board Meeting and Hearing to hear the candidates' presentations!**

The Nominating Committee Hearing has replaced the time previously spent for candidates' remarks at the General Membership meeting. At the Nominating Committee Hearing, candidates will be given three minutes each to give remarks. At the General Membership Meeting, remarks

will only be heard in contested races with a **limit of one minute** per candidate.

### **After the Nominating Committee Hearing**

The Nominating Committee will caucus during the Board Meeting to consider the candidates for office. It is the duty of this committee to ensure that all candidates have met the required financial and other qualifications and deadlines. These qualifications include payment of dues and all activity fees for NLC and NBC-LEO for the previous, current and incoming year. Activity fees include all conference registration fees and spouse/guest fees.

The Nominating Committee will present a slate of qualified candidates and its nominations at the Board of Director's Meeting.

### **Voting Procedures for Regional Directors**

The NLC City Summit Program Book will list the official time and location designated, prior to the General Membership Meeting, for members of each region to caucus and vote on its representatives to the Board of Directors.

Members are encouraged to arrive on time to hear from candidates and to be present when voting takes place. Only regular members (elected officials) in good standing with all dues/fees paid to NBC-LEO and the National League of Cities as members of NLC will be eligible to vote.

Regions shall elect a Director. At the discretion of the region, an Alternate Director can be elected to serve only in the absence of the Director.

Any person elected as a result of a nomination from the floor shall be subject to their meeting all qualifications for office as indicated in the by-laws.

The elected Director or alternate will complete a form indicating the election results, which shall be submitted to the Secretary.

The by-laws provide that in regions where there is no Director elected, one can be appointed by the president.

### **Procedures for Voting at the General Membership Meeting**

Only eligible members (elected officials with all dues/fees paid) will be allowed to vote at the General Membership meeting. A special seating area will be established for all who are eligible and voting.

All slates of qualified candidates indicating the Nominating Committee's recommendations will be distributed.

### **Voting Procedures**

The presiding officer will first ask for one representative per region to stand before the body and report the name of their elected Director and/or Alternate Director.

The membership will vote to accept the Nominating Committee's Report.

The membership will be asked if there are nominations from the floor for the office of Second Vice President, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Chaplain, Historian and Parliamentarian.

The membership will take one collective vote to elect the President, President-Elect and all uncontested races.

Contested races will be voted on in ascending order. Each candidate will have one minute to give remarks. All votes will be taken by ballot.