

# **NOMINATIONS POLICY**

Signed: *Kanton K. Juncos*

Date: June 2, 2020

**PAGE INTENTIONALLY LEFT BLANK**

## **Background**

Serving on the Executive Board of the National Association of State Boating Law Administrators (NASBLA) provides individuals with an opportunity to help guide the business of the association. In general, the board acts in trusteeship to the members of the association, formulates the policies of the association, and supervises their execution, as defined in the association's bylaws. The board has general authority over the funds, property and management of the association, supervises the chief executive officer, and has significant legal, fiduciary and ethical responsibilities. Examples of board activities, per the bylaws, are:

1. Oversee and set policies on the fiscal, budgetary, audit, and administrative affairs of the association and authorize their implementation;
2. Determine and periodically evaluate the association's mission and purpose, and the performance of the board and the association in that regard;
3. Ensure the availability of adequate fiscal and human resources for operating and maintaining the association;
4. Establish and periodically evaluate the direction and content of all programs, products and services sponsored by the association;
5. Select and define the authority, compensation and responsibilities of the chief executive officer of the association or other staff and monitor performance;
6. Promote the association's interests and image;
7. Adjudicate grievances brought forth by staff and members of the association;
8. And prepare the agenda for the business meeting or meetings that shall occur at an annual or other conference of the association.

Those who have previously served on the executive board have found the experience to be challenging and rewarding and have gained a great deal from the experience.

The executive board is made up of seven members. Per the bylaws, an election of the executive board is held at the annual business meeting and the executive board elects its officers from among its members. The terms for board members and officers are defined by the bylaws. Job description summaries of the executive board are:

1. **Chair**. The chair is the chief elected officer of the association and directs the overall affairs and operations of the executive board; presides over all meetings of the executive board and of the association; and performs all other such duties as are authorized in the bylaws or as the executive board may authorize and as may be defined in the policies of the association.

2. **Vice Chair.** The vice chair assists the chair in directing the affairs and operations of the executive board; acts as presiding officer at meetings in the absence of the chair; as secretary of the association, certifies the integrity of the records and transactions of the association and the board; and performs all other such duties as shall be authorized in the bylaws or as the executive board may authorize and as may be defined in the policies of the association.
  
3. **Treasurer.** The treasurer serves as the primary steward of the financial resources of the association by ensuring the accurate recording and reporting of the association's financial transactions, the adherence to an annual budget, and the performance and presentation of an annual financial audit by a qualified independent audit firm; and performs all other such duties as shall be authorized in the bylaws or as the executive board may authorize and as may be defined in the policies of the association.
  
4. **Board Members.** Board members serve on executive board committees, participate in the board activities listed above, and perform all other such duties as shall be authorized in the bylaws or as the executive board may authorize and as may be defined in the policies of the association.

## **Policy**

It is the policy of the National Association of State Boating Law Administrators that its executive board represent the highest personal integrity, sound judgment, responsibility, and ethics. Executive board members should be fully committed to the association's business success and represent the best interests of the general membership and not any particular constituency. Executive board members are expected to conscientiously prepare for, attend, and actively participate in all executive board meetings.

## **Nominations Committee**

A nominations committee for the purpose of executive board member nominations will be appointed each year consisting of three members. The chair of the executive board will appoint one member as chair of the nominations committee. The remaining two members will be appointed by the nominations chair; these two shall be boating law administrators in good standing as defined by the bylaws. The committee is responsible for identifying and evaluating

potential candidates and making a recommendation to the full executive board.

### **Executive Board Officer Nominations**

During the annual business meeting of the association, and after the election of executive board members is completed by the membership, the newly-elected executive board shall hold an internal election of board officers for chair, vice chair, and treasurer from among the seven (7) executive board members. The presiding [outgoing] chair will call for nominations from the members of the executive board. The executive board will vote on the officers. The presiding chair shall close the nominations and hold the election of officers and report the results to the executive board and membership prior the close of the annual business meeting.

### **Identification of Candidates**

The nominations committee may recruit possible executive board candidates from the general membership. Candidates may also be forwarded, by any member, to the nominations committee. To forward the name of a prospective candidate for consideration, the agreement of the candidate to serve must be obtained, and then the candidate's name together with any information supporting the candidate's qualifications forwarded, in writing, to the nominations committee no later than April 15 of each year. Self-nomination is both acceptable and encouraged.

### **Evaluation Criteria:**

The nominations committee will use the following criteria when considering potential candidates. The candidate shall:

- Complete and submit an executive board interest form;
- Be a member in good standing, as defined in the bylaws;
- Have board experience in NASBLA, or relevant experience in a similar member-based organization, or on a NASBLA policy committee(s) or task force(s) where the candidate actively participated, made significant contributions, and demonstrated good judgment and leadership;
- Be willing and able to attend all board meetings;
- Exhibit a willingness to represent the membership as a whole and to work as part of a team;
- Have an understanding of nonprofit governance, such as experience developing and following strategic plans, financial literacy, and understands and accepts the legal duties of loyalty and standards of care for non-profit board members;
- Have demonstrated commitment to the advancement of the organization and its mission;
- Provide to the nominations committee, in writing, their agency's commitment of support for the candidate's participation;
- Be willing to serve on all assigned board committees, complete interim assignments on time, and come prepared to all meetings;
- Possess the qualities, experience, and skills desirable and relevant for specific positions on, or otherwise currently needed by, the board;
- Contribute to a mix of experience and fresh perspective on the board;
- And currently active board members wishing to continue their service on the board in another capacity need not provide a full resume or essay but shall provide a letter of continued support from their agency and a written request for continued service.

### **Candidate Selection Process**

The nominations committee will evaluate and select candidates in consideration of the criteria (above) and the current needs of the executive board. The nominations committee shall use a scoring matrix approved by the executive board. The nominations committee may contact candidates or others to gather additional information and/or to conduct interviews. If, after review and consideration, the nominations committee believes that it has identified a qualified slate of candidates, it will make a recommendation to the full executive board who will, per the bylaws, produce a slate of candidates for review by the membership no later than 30 days before the annual business meeting, and for the consideration by the membership at the annual business meeting. Other details of executive board elections are as detailed in the bylaws.