

TEXAS COUNSELING ASSOCIATION

NOMINATIONS AND ELECTION

OPERATING MANUAL

FY 2027



SCHEDULE FOR NOMINATIONS & ELECTIONS: FY 2027

June 1, 2026	TCA Nominations & Elections Chair sends the final manual and schedule to the TCA Executive Committee, with a copy to the staff liaison.
June 2, 2026	TCA staff sends a request to current Division Presidents, with a copy to the Directors, to confirm their Nominations & Elections contacts for the year, as well as open positions to be placed on their nomination ballot.
June 9, 2026	Current Division Presidents notify TCA staff of their Division Nominations & Elections contact(s) and Division positions that will be open as of July 1, 2026 (FY 2027).
June 16, 2026	TCA staff provides draft nomination ballots to the TCA Nominations & Elections Committee chair and Division Nominations & Elections contact(s). TCA staff pulls the eligible voter listing for the nominations open period.
June 23, 2026	Deadline for approval of draft nomination ballot.
July 1, 2026	Nominations Open online for TCA and Divisions.
July 31, 2026	Nominations Close for TCA and Divisions.
August 7, 2026	TCA staff provides TCA nomination results to the TCA Nominations & Elections Chair and Division nomination results to the Division Nominations & Elections contact(s).
August 10-24, 2026	N&E Committee and Division contact(s): <ul style="list-style-type: none">• Calls nominees, explains the office, and determines if the nominee is interested in applying to be a candidate.• Provides access to the bylaws and the Governance Manual for job duties.• Sends candidates the application form and consent for the background check.
August 31, 2026	Candidate application with profile, photo, and background check consent is due.
September 1-4, 2026	TCA staff verifies background checks for TCA and Division candidates. Distributes candidate applications to N&E Committee Chair and Division contact(s).
September 8-22, 2026	TCA N&E Committee and Division contact(s) determine up to two candidates for each position on the TCA and Division ballots. Notify TCA staff no later than September 22 nd .
October 1, 2026	TCA staff provides draft election ballots to the TCA Nominations & Elections Chair and Division Nominations & Elections contact(s).
October 8, 2026	Deadline for approval of draft election ballots. TCA staff pulls the eligible voter listing for the election open period.
October 15, 2026	Elections open for TCA and Divisions.
November 13, 2026	Elections close for TCA and Divisions.
December - January	TCA & Division Election results announced by respective N&E contacts

TCA BYLAWS and GOVERNANCE MANUAL
Nominations & Elections Reference Sections

Refer to the most current version of the TCA Bylaws and Governance Manual posted on
www.txca.org

- Governance Manual Sec I. A. 4.
- Bylaws Article III, Sec 3
- Bylaws Article IV, Sec 3
- Bylaws Article V, Sec 3
- Bylaws Article VI, Sec 4
- Bylaws Article VIII, Sec 8
- Bylaws Article X, Sec 7

Section II. Nominations & Elections (N&E) Procedures

A. Nominations

1. Divisions notify the TCA office by June 9, 2026, of Nominations & Elections contact(s) and positions that will be open on July 1, 2026. Staff will provide a draft nomination ballot to Divisions by June 16, 2026, with an approval deadline of June 23, 2026.
2. The nomination ballot will be sent to eligible TCA members from the contracted third-party Nominations & Elections vendor on July 1, 2026. Members will have until 11:59 PM on July 31, 2026, to submit nominations. Qualified voting members may nominate up to three candidates for each elective office for which they are eligible to nominate but may not nominate anyone more than once for a position.
3. Nominations for Regional Director will be accepted only from members who live or work in the specified region. The nomination ballot should list the counties in the region(s) nominating for a Regional Director.
4. The nomination ballot will include a statement indicating that the returned nomination ballot must be submitted electronically on or before July 31, 2026.
5. Nominations for TCA and Division offices will be sent by TCA staff to respective TCA Nominations & Elections Committee contacts by August 7, 2026.
6. N&E members will contact nominees, discuss the role/duties of the office, confirm interest, and send nominees a candidate application and consent for a background check by August 24, 2026.
7. Interested Nominees fill out a candidate application with profile, photo, and consent for a background check by August 31, 2026.
8. TCA staff processes background checks for TCA and Division candidates who completed the application by the deadline. Candidate applications are forwarded to the respective TCA and Division Nominations & Elections contacts by September 4, 2026.
9. The Nominations & Elections Committee shall utilize the Candidate Evaluation Rubric in Addendum 1 to review all candidate applications in accordance with TCA Bylaws and place no more than two candidates on the ballot for each position of President-elect, Secretary, and Regional Director(s). Division Nominations & Elections contact(s) will follow the same procedures for open positions on their Division's ballots.
10. Any TCA or Division office receiving one nomination will list only the name of that candidate on the ballot. Any TCA or Division office that does not have at least one nomination will have two candidates selected by the respective Nominations & Elections Committee contact, either from the list of nominees or from any other eligible member of the Association or Division.
11. Nominations & Elections Committee contacts will notify the TCA Staff Liaison of up to two candidates for each open position by September 22, 2026. TCA and Division Nominations & Elections contacts will inform the listed candidates of the following:
 - a. Candidates are not permitted to conduct campaigns for office or to use the TCA logo or letterhead to promote their candidacy.
 - b. The TCA officer responsibilities are listed in the TCA Governance Manual and the TCA Bylaws. Additional information for open Division offices is listed in the respective Division Bylaws. The candidate is responsible for reading the position responsibilities and, by allowing their name to be placed on the ballot, agrees to carry out the duties of the office for which they are nominated.
 - c. The estimated time commitments for the office for which the individual is being nominated.
 - d. The policy for reimbursement as listed in the TCA Governance Manual.
 - e. It is considered unethical behavior for a candidate to imply an endorsement of their candidacy when none exists.
12. TCA staff will send draft election ballots to the respective Nominations & Elections Committee contacts by October 1, 2026, with a final approval deadline of October 8, 2026.
13. The Chair of the TCA Nominations & Elections Committee will submit to the TCA Board at the Fall Meeting, along with the nominations report, a statement verifying that each candidate was duly informed of the requirements and procedures.
14. TCA and Division ballots are sent to all eligible TCA and Division voters on October 15, 2026, using the eligible voter listing pulled on October 8th.

B. Elections

1. The official election ballot will contain candidates for each office placed in alphabetical order of surname. A photo and a short profile of each candidate will be included with the ballot.

2. The election ballot will be sent to eligible TCA and Division members on October 15, 2026. Members will have until 11:59 pm on Friday, November 13, 2026, to vote. All TCA members (except Master's student members and affiliate members) shall be eligible to vote in TCA elections. Some Divisions allow students to vote and should refer to their Division's bylaws for confirmation.
3. An October 8th membership list, provided by the TCA office, will be used by the contracted third-party Nominations & Elections vendor to email eligible voters.
4. The certified election results are delivered to the TCA staff contact from the election vendor after the election closes. TCA staff saves the third-party certified results to the TCA record and sends them to the respective Nominations & Elections contacts.
5. For each office, the candidate with a plurality of votes is declared the winner.
6. In the event of a tie for first place, a runoff election will be conducted with a December 4th deadline for receipt of the runoff ballots. Runoff elections will be managed independently by the contracted third-party Nominations & Elections vendor in accordance with standard election-term processes. Runoff ballots will be sent only to qualified voters affected by the runoff, using the October 8th eligible voter listing provided by TCA staff. In the event of a tie resulting from a runoff election, the respective Nominations & Elections contact will work in consultation with Robert's Rules of Order to break the tie.
7. The TCA Nominations & Elections Committee Chair confirms the certified election results provided by the contracted third-party Nominations & Elections vendor to the TCA President, the TCA President-elect, and the CEO no later than December 4, 2026, and the TCA Nominations & Elections Committee members notify all persons on the TCA ballot of the TCA election results. This date may be amended to accommodate any required Runoff election timelines. The Division Nominations & Elections contacts notify all persons on the Division ballot of the Division election results. The TCA Nominations & Elections Committee Chair will then notify the TCA Board of Directors and the TCA Senate of the results via e-mail.
8. The TCA Nominations & Elections Committee Chair will prepare a statement after the election announcing the TCA results. This statement will also be posted on the TCA website by late January 2027.
9. Division Nominations & Elections Committee contacts are responsible for notifying and announcing Division election results in accordance with their specific Division Bylaws and TCA Governance Manual guidance.

C. Write-In Candidate Field Requests and Post-Election Confirmation

1. Purpose

This policy establishes requirements and procedures for (a) requesting a write-in candidate field on the final election ballot for an open office and (b) identifying, vetting, and confirming any write-in candidate(s) reflected in final election results before publication of election results.

2. Scope

This policy applies to all organizational units conducting elections under the applicable bylaws, including the Nominations & Elections contact(s), relevant Division or committee leadership, and TCA staff supporting election administration.

3. Definitions

- **Open Office:** An elected position for which no eligible candidate appears on the final ballot other than a single nominated candidate (if any) meeting all stated eligibility requirements.
- **Write-In Candidate Field:** An open field on the final election ballot that allows any eligible voter to write in the name of an individual during the election period; requesting a write-in candidate field does not identify or endorse any individual.
- **Write-In Candidate:** An individual whose name is written in by eligible voter(s) and who is subsequently identified for potential confirmation in accordance with this policy.

4. Policy Statements

- If only one candidate nomination is received for an open office and the nominee meets all applicable eligibility and qualification requirements, the organization shall list *only* that candidate on the final election ballot for that office.
- If an office has no identified candidate on the final election ballot, the organization may request inclusion of a write-in candidate field for that office on the final election ballot. (See Section 3 [Definitions] for the definition of “Write-In Candidate Field.”)

5. Procedures

5.1 Post-Election Identification and Confirmation of Write-In Candidate(s)

The steps below shall be completed to identify and confirm any individual(s) reflected as write-in candidate(s) in the final election results. No election results (including TCA or Division election results) shall be published until the applicable write-in candidate(s), if any, have been vetted and confirmed in accordance with this policy.

Identify one write-in candidate for each applicable office based on the final election results.

- By 12/04/26, submit to the TCA staff a confirmed list of all identified write-in candidates for membership eligibility verification.
- By 12/08/26, TCA staff shall verify membership eligibility and confirm the Nominations & Elections contact.
- Upon receipt of confirmation of membership status and contact information from TCA staff, the Nominations & Elections contact shall contact each identified write-in candidate to:
 - Review the position requirements as defined in the applicable bylaws and confirm whether the individual is willing to accept the office effective 07/01/27.
 - Confirm that the individual is willing to consent to a background check.
- Once a final write-in candidate has been identified for each office and has accepted the nomination, submit to TCA staff a complete listing of all write-in candidates by 12/15/26.
- By 12/18/26, TCA staff shall initiate and process the applicable background check(s) and provide results to the Nominations & Elections contact.

Listed dates are based on the preliminary annual schedule and may be adjusted.

6. Roles and Responsibilities

- **Nominations & Elections Contact:**
 - requests write-in candidate field(s) when applicable
 - compiles and submits write-in candidate lists to TCA staff by the stated deadlines
 - contacts identified write-in candidates;
 - documents acceptance/declination of the write-in candidate and consent to background check
 - ensures elections are conducted consistently with applicable bylaws and governing policies
 - ensures results are not published until completion of required vetting steps
- **TCA Staff:**
 - verifies membership eligibility by the stated deadline
 - provides contact information as appropriate
 - initiates and verifies background checks for TCA and Division candidates
 - provides background check results to the Nominations & Elections contact by the stated deadline
 - retains appropriate records in TCA files
 - provides draft nomination ballots to the TCA Nomination & Elections Committee Chair and Division Nominations & Elections contact(s)

- provides the TCA nomination results to the TCA Nominations & Elections Chair and the Division nomination results to Division Nominations & Elections contact(s)
- distributes the candidate applications to Nominations & Elections Committee Chair and Division contact(s)
- provides a draft nomination ballot to Divisions
- sends draft election ballots to the respective Nominations & Elections Committee contacts
- upon receipt of the certified election results from the election vendor after the election close date, saves the third-party certified results to the TCA record and sends them to the respective Nominations & Elections contacts

C. Violations of Nominations & Elections Policy and/or Procedures

1. Any alleged violation of TCA Bylaws, TCA Governance Manual, TCA Code of Conduct, or TCA Nominations & Elections Manual should be reported immediately in writing to the Nominations & Elections Committee Chair by a nominee, candidate, or TCA member who is eligible to vote.
2. The Nominations & Elections Committee Chair shall forward the correspondence regarding the complaints to the TCA Executive Committee, CEO, and TCA General Counsel for evaluation.
3. Any member who is a nominee or a candidate for TCA office and who is charged with violating the Nominations & Elections procedures outlined here shall be given notice of the precise nature of the charge by the TCA President within 10 days of said charge.
4. The nominee or candidate may reply to the charge via written response to the TCA President within five days.
5. The TCA Executive Committee shall determine and enforce sanctions for violations of the Nominations & Elections procedures with consultation from the TCA CEO and TCA General Counsel. The decision of the Executive Committee shall be final.

Section III. Sample Instructions to TCA Candidates

The officer's responsibilities are listed in the Governance Manual and the Bylaws. Copies may be obtained by logging onto the TCA website or from the TCA office. It is the responsibility of each candidate to review the Governance Manual and Bylaws, with particular attention to the responsibilities of the office being sought. In allowing your name to be placed on the ballot, you are agreeing to carry out the duties of the office for which you have been nominated and comply with the TCA Bylaws and Governance Manual.

Estimated time commitment:

- **President-elect:**

This involves three one-year terms, including the offices of President-elect, President, and Past President. The responsibilities of each office are different. Please be sure to read the responsibilities for each. The time commitment is substantial, especially in the President-elect and Presidential years. If elected, candidates are expected to participate in the Finance Committee Budget Planning Meetings, usually held in April and May, as well as the year-end meetings in June and the FY 2027 Leadership Training.

- **Secretary:**

Serves a 3-year elected term, limited to one term, elected via a competitive slate. The time commitment is substantial, especially for preparing the minutes of the Board, Senate, Executive Committee, and Finance Committee. The TCA office will provide some assistance. If elected, candidates are expected to attend the year-end meetings in June and the FY 2027 Leadership Training.

- **Regional Directors:**

This is a three-year term. If elected, you are to attend all Board and Senate meetings and submit reports on the activities of the Chapters in your region. The President may assign you as a Board Liaison and a fully participating member of a TCA standing committee, and you are to attend those meetings. If elected, candidates are expected to attend the year-end meetings in June and the FY 2027 Leadership Training. Ongoing and regular communication with Chapter leadership and support for, or attendance at, Chapter programs within the region are important parts of your job.

- **Expense Reimbursement:**

TCA reimburses Officers, Board, and Senate for expenses incurred in attending governance meetings in accordance with the Fiscal Policy outlined in the Governance Manual, available on the TCA website. Governing Body expenses are reimbursed from various line items in the TCA budget as outlined in the reimbursement section. Please familiarize yourself with this policy.

- **Campaigning:** Candidates for TCA office are not permitted to conduct campaigns.

- **Candidate Profile:** You will receive an electronic packet from the TCA office with instructions that must be followed precisely to ensure uniformity of candidate information. You are to return all requested information to the TCA CEO or designated staff person by the deadline.

Section IV. Sample Timeline

June

- June 1: Nominations & Elections Operating Manual and timeline presented to Executive Committee.
- Once approved by the Executive Committee, the Nominations & Elections Operating Manual will be posted to the Leadership Resources Page.
- TCA and Division nomination ballots updated for the current year.
- Divisions notify TCA of the Nominations & Elections contact, as well as open positions for the ballot.

July

- Nomination ballots distributed by contracted third-party Nominations & Elections vendor to eligible TCA and Division members.

August – September

- Nominated candidates are vetted.
- TCA staff sends Nomination ballots to the Chair of the TCA and the Division Nominations & Elections Committees contacts.
- TCA and Division contacts verify qualifying TCA and Division membership of candidates in coordination with TCA staff.
- TCA and Division Nominations & Elections contacts develop a potential slate of candidates for offices on the election ballot from submitted nominations.
- TCA and Division contacts connect with nominees to verify that they are willing to run for that office and to serve if elected. Only those who agree may have their names placed on the final election ballot.
- TCA and Division contacts advise candidates of election procedures and policies and the responsibilities of the office for which they are running, as outlined in “TCA Nominations and Elections Operating Manual.”
- TCA and Division contacts submit to their respective Boards, along with the nominations report, a statement verifying that each candidate was duly informed of the requirements and procedures.
- The TCA office sends all candidates for both the TCA and Division offices a nominee packet to be completed.
- The TCA office sends the Nominations & Elections Committee contacts the final draft of the ballot, which must be approved.

October

- Election ballot and candidate profiles distributed by contracted third-party Nominations & Elections vendor to eligible TCA and Division members.

November-December

- Election ballots must be submitted by 11:59 pm on the Friday of the Professional Growth Conference.
- TCA staff provides the certified third-party election results to Nominations & Elections contacts.
- Write-in candidates must be properly vetted according to the guidelines in the “TCA Nominations & Elections Operating Manual.”
- In the event of a tie for first place in any office, a runoff election will be conducted according to the guidelines in the “TCA Nominations & Elections Operating Manual.” Runoff ballots will be sent to only those qualified voters affected by the runoff. Once all write-in candidates and runoff election results have been confirmed, contacts notify all persons on the ballot of the election results first by telephone.
- TCA and Division election results are announced to the general membership by late January.

Addendum 1

TCA Nominations & Elections Committee FY2027 Candidate Review Rubric		
Candidate Name:		Candidate Position:
Reviewer Name:		Date of Review:
Category	Notes	Score
TCA Board and Senate Leadership Experience.	In the TCA, Chapter, or Division leadership category on the application, how many years of experience does this applicant have on the TCA Board or Senate? (+1 for every year up to 10)	/10
TCA-Level Committee Experience.	In the TCA-Level Committee category on the application, how many years of experience does this applicant have serving as a committee member (not chairing) on TCA-Level Committees? (+1 for every year up to 5)	/5
TCA-Level Committee Leadership Experience.	In the TCA-Level Committee leadership category on the application, how many years of experience does this applicant have chairing TCA-Level Committees? (+1 for every year up to 5)TCA-Level	/5
TCA Leadership Background	In the TCA Chapter, or Division leadership category on the application, how many years of experience does this applicant have within TCA Chapters or Divisions? (+1 for every year up to 5)	/5
Reasons for seeking nomination.	Are the reasons the applicant is seeking the nomination consistent with TCA's goals and strategic plan? (Max of +10)	/10
Strategic Direction (choice #1)	Does the individual have (a) experience in the strategic direction selected and (b) explain a vision that aligns or contributes to the strategic direction? (Up to +5 for each section of the question)	/10
Strategic Direction (choice #2)	Does the individual have (a) experience in the strategic direction selected and (b) explain a vision that aligns or contributes to the strategic direction? (Up to +5 for each section of the question)	/10
BIPOC Identification	If this individual states anywhere on the application that they are a part of the BIPOC community, add +1.	+1
TOTAL		/55

Script for FY 2027 TCA Nominee Notifications

Recommend using phone calls to contact candidates rather than emails.

Hi *(Nominee's Name)*

I am *(Your Name)*, and I serve on the TCA Nominations & Elections Committee.

I am contacting you to let you know that you have been nominated for *(TCA President-elect/Secretary/Region Director)*.

Congratulations on the nomination!

- Are you interested in accepting the nomination for this role with TCA?
 - If “no,” thank the individual. Congratulate them again on the nomination. I hope you will consider taking on a leadership role in the future.

 - If “yes,” continue.

- Do you have a moment for me to review the requirements of this position?
 - Review the duties as set forth in the TCA Bylaws. General TCA guidelines are also provided in the Nominations & Elections Manual.

- All nominees are required to complete a Candidate Confidentiality & Profile Agreement. Are you willing to complete the agreement and consent to a background check by the August 31st deadline?
 - TCA Candidate Confidentiality & Profile Agreement

Thank you for accepting the nomination!

The TCA Nominations & Elections Committee will review all accepted nominations once background results have been received. Final candidates for the ballots will be selected and reconfirmed by September 22nd. TCA and Division elections will open on October 15th and will remain open until 11:59 p.m. on November 13, 2026.

Any questions?

Great! Thank you for beginning/continuing your leadership journey with TCA, and we will be in contact soon.

Scripts for FY 2027 TCA Candidates

Recommend using phone calls to contact candidates rather than emails.

FOR CANDIDATES SELECTED TO BE PLACED ON THE BALLOT

Hi (*Candidate's Name*)

I am (*Your Name*), a member of the TCA Nominations & Elections Committee. I recently contacted you regarding a nomination for (*TCA President-elect/Secretary/Region Directors*).

I am reaching out to let you know that you have been selected as a candidate for the TCA ballot. Congratulations!

- Are you still interested in being a candidate for this role with TCA?
 - If “no,” thank the individual for belonging to TCA. Congratulate them on the nomination. I hope you will consider taking on a leadership role in the future.
 - If “yes,” continue.
- Please confirm that you have your employer’s approval to seek this office?
 - If “no,” please request that they secure that approval prior to elections opening on 10/15/26.
- Have you reviewed and are you able to fulfill the duties of this position?
 - If “no,” please do another review of the duties as set forth in the TCA Bylaws. General TCA guidelines are also provided in the Nominations & Elections Manual.
 - If “yes,” continue.
- Will you be running for any other office with one of our divisions or chapters?
 - If “no,” continue
 - If “yes,” and they are running for an office with a division:
 - Remind them “candidates cannot run for TCA President or Secretary at the same time they are candidates for TCA Region Director, or a Division or Chapter President-elect, Director or Senator.”

TCA and Division elections will open on October 15th and will remain open until 11:59 pm November 13, 2026. Membership in TCA and applicable Divisions must be current as of October 8, 2026 to vote. Elections will once again be managed by eBallot, which will send unique custom ballots to all eligible TCA and Division members. Once the ballot goes live, TCA staff cannot add new members to that roster.

Any questions?

Great! Thank you for being willing to step into leadership with TCA.

Scripts for FY 2027 TCA Candidates

Recommend using phone calls to contact candidates rather than emails.

FOR CANDIDATES **NOT SELECTED** TO BE PLACED ON THE BALLOT

Hi *[Nominee's Name]*,

My name is *[Your Name]*, and I serve on the TCA Nominations & Elections Committee.

Thank you for your interest in running for the position of *[TCA President-elect/Secretary/Region Director]*. After careful consideration of your application, the decision has been made not to include your name on the ballot for this election cycle. It was a highly competitive process this year, and I am reaching out to encourage you to stay the course on your leadership journey with TCA.

The Nominations & Elections Committee evaluates candidates based on a rubric outlined in the Nominations & Elections Manual. We recommend reviewing the rubric closely and aligning your service and experience examples accordingly. The review rubric may change from time to time; reviewing it prior to each nomination cycle may be beneficial.

We hope you continue pursuing leadership opportunities, as TCA highly values your qualifications.

Thank you again for your dedication and commitment to the association.

Additional Supplemental Information on Volunteer Engagement:

- TCA has a multitude of volunteer opportunities to bolster leadership experience.
 - If you have not already done so, engaging with your local Chapter is a great place to get started. Information about chapters is available online at <https://txca.org/membership/tca-chapters>.
 - If you would rather focus on opportunities related to a specific area of practice, you might consider engaging with one of TCA's Divisions. Additional details can be found online at <https://txca.org/membership/tca-divisions>.
- TCA opens its Call for Committee Volunteers in the spring. This is another great opportunity for volunteer leader engagement.
- TCA also has a number of volunteer opportunities associated with our two annual conferences. You could apply to become a program reviewer and help vet the quality of the programming we offer at these events. Maybe volunteering on-site is more up your alley, as it will give you the chance to engage face-to-face with your peers.
 - Additional details on these options can be found at <https://txca.org/membership/volunteer-opportunities>

Script for FY 2027 TCA Division Nominee Notifications

Recommend using phone calls to contact candidates rather than emails.

Hi *(Nominee's Name)*

I am *(Your Name)*, and I serve on the TCA Nominations & Elections Committee as the *(Division Name)* representative.

I am contacting you to let you know that you have been nominated for *(Division Name & Position)*.

Congratulations on the nomination!

- Are you interested in accepting the nomination for this role with our division?
 - If “no,” thank the individual. Congratulate them again on the nomination. I hope you will consider taking on a leadership role in the future.

 - If “yes,” continue.

- Do you have a moment for me to review the requirements of this position?
 - Review the duties as set forth in the TCA and Division Bylaws. General TCA guidelines are also provided in the Nominations & Elections Manual.

- All nominees are required to complete a Candidate Confidentiality & Profile Agreement. Are you willing to complete the agreement and consent to a background check by the August 31st deadline?
 - Division Candidate Confidentiality & Profile Agreement

Thank you for accepting the nomination!

The TCA Nominations & Elections Committee will review all accepted nominations once background results have been received. Final candidates for the ballots will be selected and reconfirmed by September 22nd. TCA and Division elections will open on October 15th and will remain open until 11:59 pm November 13, 2026.

Any questions?

Great! Thank you for beginning/continuing your leadership journey with TCA, and we will be in contact soon.

Scripts for FY 2027 TCA Division Candidates

Recommend using phone calls to contact candidates rather than emails.

FOR CANDIDATES SELECTED TO BE PLACED ON THE BALLOT

Hi (*Candidate's Name*)

I am (*Your Name*), a member of the TCA Nominations & Elections Committee. I recently contacted you regarding a nomination for (*Division Name and Open Office Title*).

I am reaching out to let you know that you have been selected as a candidate for the (*Division Name*) ballot. Congratulations!

- Are you still interested in being a candidate for this role with our division?
 - If “no,” thank the individual. Congratulate them on the nomination. I hope you will consider taking on a leadership role in the future.
 - If “yes,” continue.
- Please confirm that you have your employer’s approval to seek this office?
 - If “no,” please request that they secure that approval prior to elections opening on 10/15/26.
- Have you reviewed and are you able to fulfill the duties of this position?
 - If “no,” please do another review of the duties as set forth in the TCA and Division Bylaws. General TCA guidelines are also provided in the Nominations & Elections Manual.
 - If “yes,” continue.
- Will you be running for any other office with TCA or another one of our divisions or chapters?
 - If “no,” continue
 - If “yes,” and they are running for an office with a division:
 - Remind them “candidates cannot run for TCA President or Secretary at the same time they are candidates for TCA Region Director, or a Division or Chapter President-elect, Director, or Senator.”

TCA and Division elections will open on October 15th and will remain open until 11:59 pm November 13, 2026. Membership in TCA and applicable Divisions must be current as of October 8, 2026, to vote. Elections will once again be managed by eBallot, which will send unique custom ballots to all eligible TCA and Division members. Once the ballot goes live, TCA staff cannot add new members to that roster.

Any questions?

Great! Thank you for being willing to step into leadership with TCA, and good luck.

Scripts for FY 2027 TCA Division Candidates

Recommend using phone calls to contact candidates rather than emails.

FOR CANDIDATES **NOT SELECTED** TO BE PLACED ON THE BALLOT

Hi *[Nominee's Name]*,

My name is *[Your Name]*, and I serve on the TCA Nominations & Elections Committee.

Thank you for your interest in running for the position of *(Division Name and Open Office Title)*. After careful consideration of your application, the decision has been made not to include your name on the ballot for this election cycle. It was a highly competitive process this year, and I am reaching out to encourage you to stay the course on your leadership journey.

The Nominations & Elections Committee evaluates candidates based on a rubric outlined in the Nominations & Elections Manual. We recommend reviewing the rubric closely and aligning your service and experience examples accordingly. The review rubric may change from time to time; reviewing it prior to each nomination cycle may be beneficial.

We hope you continue pursuing leadership opportunities, as TCA highly values your qualifications and *(Division Name)*.

Thank you again for your dedication and commitment to the association.

Additional Supplemental Information on Volunteer Engagement:

- TCA has a multitude of volunteer opportunities to bolster leadership experience.
 - If you have not already done so, engaging with your local Chapter is a great place to get started. Information about chapters is available online at <https://txca.org/membership/tca-chapters>.
 - If you would rather focus on opportunities related to a specific area of practice, you might consider engaging with one of TCA's Divisions. Additional details can be found online at <https://txca.org/membership/tca-divisions>.
- TCA opens its Call for Committee Volunteers in the spring. This is another great opportunity for volunteer leader engagement.
- TCA also has a number of volunteer opportunities associated with our two annual conferences. You could apply to become a program reviewer and help vet the quality of the programming we offer at these events. Maybe volunteering on-site is more up your alley, as it will give you the chance to engage face-to-face with your peers.
 - Additional details on these options can be found at <https://txca.org/membership/volunteer-opportunities>