# Running for Office

## Central Area Nominating Committee

## October 25, 2012

# Agenda

- Elected Positions at the Area Level
- Qualifications for Office
- Eligibility Requirements
- Nominating Process
  - Overview
  - Timeline
  - *Profile of Candidate for Nomination*
- Campaigning Do's and Don'ts
- Looking Forward
- Questions?

# Elected Positions at the Area Level

- Area Director
- Area Vice Director
- Area Secretary
- Area Treasurer
- Area Nominating Committee
- Area Foundation Representative

# Qualifications for Office

All elected officers shall:

- Be active members at the time of election;
- Have been a Link for at least five (5) years;
- Have attended at least two (2) Area Conferences, excluding the Area Conference at which the election takes place;
- Have attended one (1) National Assembly within the immediately preceding five (5) years;
- Reside physically in the locality that the Area serves; and
- Have Chapter endorsement.

# Qualifications for Office

- No elected or appointed Area officer shall hold office in her Chapter during the same time that she is holding the Area office.
- If a Chapter officer is elected or appointed to an Area office, she automatically vacates her Chapter office.
- No elected or appointed Area officer shall serve as a Chapter delegate or alternate to an Area Conference.

# Eligibility Requirements
## Area Director/ Area Vice Director

To be eligible for the office of **Area Director** or **Area Vice Director**, a member shall meet these requirements:

- Have served as Chapter President or Vice President or Committee Chair at the Area or National level of The Links, Incorporated;
- Exhibit executive ability, poise, dignity, articulate speech; and
- Have demonstrated leadership skills.

# Eligibility Requirements
## Area Secretary

To be eligible for the office of **Area Secretary**, a member shall meet these requirements:

- Have served as Chapter Secretary in The Links, Incorporated and
- Possess documented professional technology-based secretarial skills appropriate to organization management, including the ability to record, organize, and edit proceedings for dissemination.

# Eligibility Requirements
## Area Treasurer

To be eligible for the office of **Area Treasurer**, a member shall meet these requirements:

- Have served as Chapter Treasurer in The Links, Incorporated and
- Possess documented professional technology-based financial credentials or expertise.

# Eligibility Requirements
## Area Nominating Committee

All members of the **Area Nominating Committee** shall meet these requirements:

- Be active members of The Links, Incorporated at the time of election;
- Have been a Link for at least five (5) years;
- Have attended at least two (2) Area Conferences, in addition to the Conference at which the election takes place;
- Physically reside in the locality that the Area serves;
- Have attended one (1) National Assembly within the immediately preceding five (5) years; and
- Have served in a leadership position in their respective chapter.

Nominating Committee experience at the chapter level is suggested.

The Chair and members of the Area Nominating Committee shall resign from the Nominating Committee if they are candidates for any Area office other than re-election to the Nominating Committee.

# Eligibility Requirements
## Area Foundation Representative

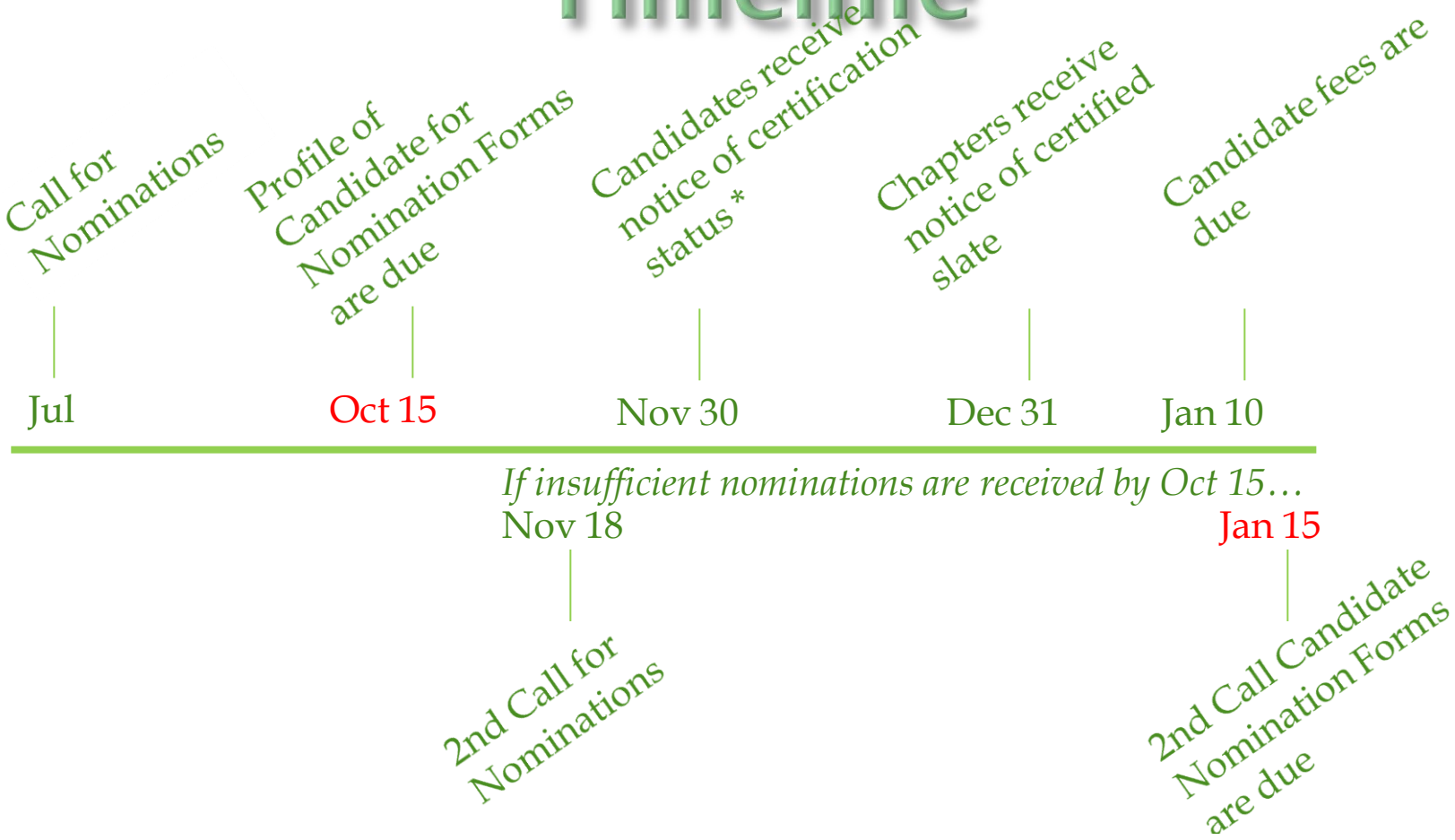
The **Area Foundation Representative** shall meet these requirements:

- Have proven ability to secure funds to benefit the purposes of the Foundation and the programs of her respective Area and
- Be willing to facilitate greater awareness of the Foundation through seminars and informational exchanges within her Area.

# Nominating Process Overview

- Call for nominations
- Submission of *Profile of Candidate for Nomination Forms* by interested Links
- Certification of candidates
- Announcement of the slate
- Posting of campaign material on the website
- Election at the Area Conference

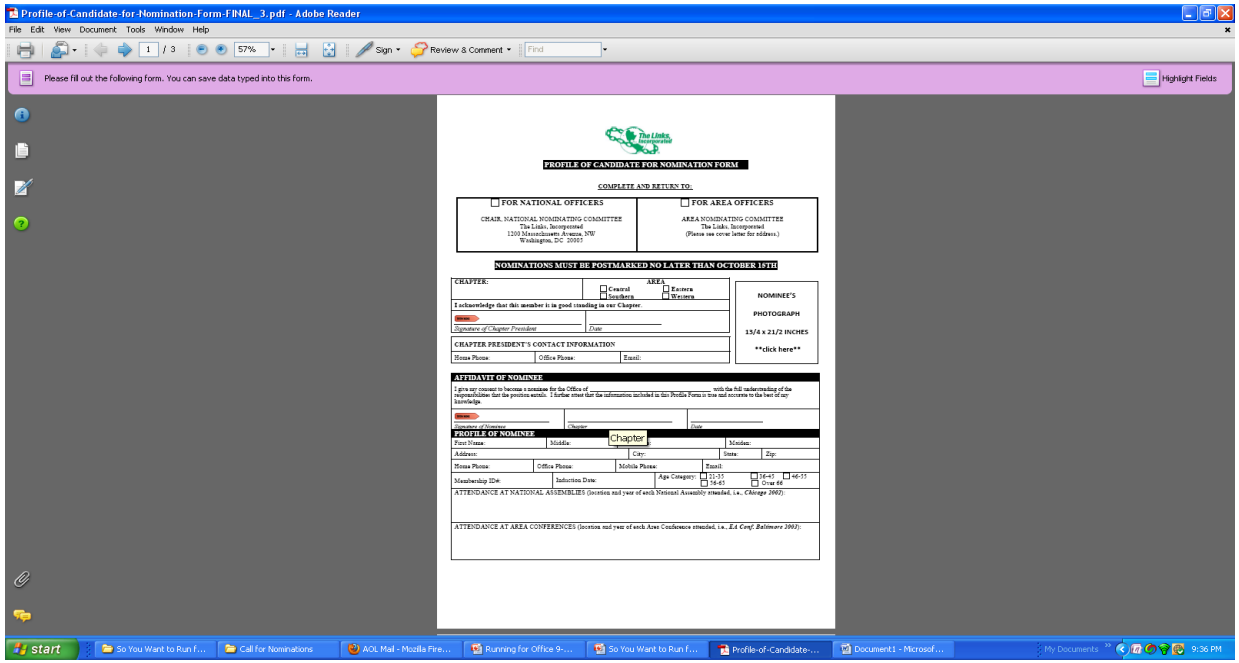
# Nominating Process Timeline




* Campaigning begins after notice of certification. Elections occur at the Area Conference.

# The *Profile of Candidate for Nomination Form*

- Interested Link completes the form online and submits via email to Nominating Committee Chair
- Form requires digital signatures from the member and Chapter President (or VP if member is President)
- Official submission is the electronic version and must be date/time stamped by **October 15 at 11:59pm EDT**




The Links, Incorporated
Linked in Friendship, Connected in Service

Central Area, The Links, Incorporated
2012 Central Area Summit
Nominating Committee

# Campaigning Do's and Don'ts

The Links, Incorporated is a public service organization dedicated to building and maintaining better human relations within chapters, the organization, the community, and the nation.

The Links, Incorporated, as a collective unit, is non-partisan and non-political. Likewise, it does not support excessive campaigning and electioneering for office within the organization.

Thus, campaigning is kept to a minimum and held in strict compliance with the guidelines set forth in the *Nominating Procedures Manual*. A high level of decorum is expected and elections shall be without improprieties.

*Nominating Procedures Manual*

# Campaigning Do's and Don'ts

## Preparations and Communications

- Candidates should familiarize themselves with and adhere to the *Nominating Procedures Manual* (available online: Members Only section of www.linksinc.org).
- Candidates should be prepared to pay a campaign and election administration fee of $50.
- One piece of campaign literature in the form of a pdf file (Adobe) may be posted on the Members Only section of the Central Area Links website (www.centralarealinks.org).
- No printed campaign literature may be distributed by or for a candidate.
- No video or links to other sites is permitted.

# Campaigning Do's and Don'ts

## Endorsements and Photographs

- "Sitting" Area and/or National Officers may not endorse candidates (e.g., no written endorsement statements in campaign literature).
- "Sitting" Area and/or National Committee Chairs may endorse candidates if they are willing to do so.
- There is no regulation prohibiting the use of photographs of past and present elected officers in campaign material. Candidates are, however, advised to obtain permission first from anyone featured in a photograph.
- Writing chapters on behalf of a candidate is prohibited.

# Campaigning Do's and Don'ts

## Speeches and Advertisements

- Distribution of written campaign literature at the Area Conference is prohibited.
- Certified candidates are expected to deliver a speech in person during the Area Conference and must adhere to the regulations for time limits:
  - **3 minutes** for Area Director, Area Vice Director, Area Secretary, and Area Treasurer
  - **2 minutes** for Area Nominating Committee and Area Foundation Representative
- With the exception of the "Meet the Candidates" reception, campaigning at the Area Conference is prohibited, including the wearing of paraphernalia that advertises a candidate.
- Soliciting funds on behalf of a candidate is prohibited.

# Looking Forward

- Reflect on skills you have developed and/or utilized in leadership roles held at the Chapter level or in other organizations
- Gain real-life understanding of the Area positions by talking to people currently serving in those roles
- Become familiar with the governing documents online (www.linksinc.org):
  - *Constitution & Bylaws*
  - *Nominating Procedures Manual*
- Consult your Area Nominating Committee for help with questions

# Questions?

## Central Area Nominating Committee

- Sarah Brown-Clark, Chair
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