

NOTE: The following is a sample only. It is meant to help educate members and voting delegates how a new nominations process might work under the proposed governance model. It will not be voted on by delegates during EIJ17. Any policy such as this must be discussed and voted on by the Board of Directors.

There has been debate among some board members about whether the nominations committee should recommend candidates (which the Task Force and board majority supports) or simply vet for minimum requirements. Where appropriate, a sample substitute paragraph has been included below in italics.

Nominations to the Board of Directors

Nominations Committee Purpose and Composition

SPJ's Nominations Committee is primarily responsible for identifying, vetting and recommending candidates for election to the Board of Directors, guided by the Board of Directors Position Profile document.

ALTERNATIVE: SPJ's Nominations Committee is primarily responsible for identifying and vetting candidates for election to the Board of Directors, guided by the Board of Directors Position Profile document.

The Nominations Committee shall consist of seven members: The immediate past president of the Board of Directors; a current elected board member; a regional coordinator; a student member; and three at-large members to be appointed from SPJ's committees, communities, chapters or other SPJ constituencies.

Committee members will serve a two-year term, to be staggered. In Year 1, half of the committee will serve one year. Student members and the immediate past president will serve one-year terms. Any vacancy will be filled by the board of directors.

The Nominations Committee chair will be appointed by the Board of Directors. In accordance with the bylaws, the chair may not be an officer or board member.

The chair will:

- work with the Board of Directors to select appointees for the remaining Nominations Committee seats, within 60 days of assuming his or her position. The process should include, but not be limited to, self-nominations, member recommendations and board recommendations.
- distribute the policies and procedures of the Nominations Committee, SPJ bylaws and general instructions to committee members in a timely fashion.
- work to ensure that the committee complies with its policies and procedures, and SPJ bylaws.
- conduct virtual teleconference meetings or conference calls as necessary to identify, vet and recommend board candidates.
 - *ALTERNATIVE: conduct virtual teleconference meetings or conference calls as necessary to identify and vet board candidates.*

Ideally, committee members should represent as many diverse viewpoints as possible to: 1) enhance the chances of identifying qualified candidates from all possible constituent groups, and 2) enhance the

chances of having a board of directors that is diverse in race, gender, religion, sexual orientation, age, medium, geography and professional experience.

To be eligible to serve on the Nominations Committee, individuals must be SPJ members in good standing. Members of the Nominations Committee cannot be candidates for any elected positions nor can they lobby for the election of any candidate who appears on the ballot.

Committee vacancies that occur after the committee has been comprised will be filled by the chair of the Nominations Committee. Those members will serve out the remainder of the term.

Nominations Committee Policies and Procedures

The Nominations Committee will:

- identify board candidates, with a call for nominations in the winter through standing SPJ communications channels. Candidates may nominate themselves, be nominated by a fellow SPJ member or be nominated by a member of the Nominations Committee. Candidates seeking a recommendation must declare their candidacy no later than March 31 to allow for proper vetting before publication of candidate bios. Importantly, the Nominations Committee members should be active all year in promoting board membership and recruiting quality, qualified candidates.
 - *ALTERNATIVE: identify board candidates, with a call for nominations in the winter through standing SPJ communications channels. Candidates may nominate themselves, be nominated by a fellow SPJ member or be nominated by a member of the Nominations Committee. Candidates seeking consideration by the Nominations Committee must declare their candidacy no later than March 31 to allow for proper vetting before publication of candidate bios. Importantly, the Nominations Committee members should be active all year in promoting board membership and recruiting qualified candidates.*
- vet board candidates by requiring all candidates who seek a recommendation from the Nominations Committee to submit a standardized candidate application form and complete a candidate interview. The form will request candidates' reasons for seeking election, SPJ background, professional experiences, along with questions aligned with the Board of Director Position Profile document. The interview will be scheduled at the candidates' convenience, in person or online.
 - *ALTERNATIVE: vet board candidates by requiring candidates to submit a standardized candidate application form and complete a candidate interview. The form will request candidates' reasons for seeking election, SPJ background, and professional. The interview will be scheduled at the candidates' convenience, in person or online.*
- recommend board candidates who best match the Board of Directors Position Profile document, whether or not this number exceeds the available positions open for election. The committee is encouraged to recommend more candidates than open seats available, creating contested elections.
 - *ALTERNATIVE: omit bullet point.*

Additionally:

- Any member meeting the minimum eligibility requirements as outlined in SPJ bylaws – whether or not they seek and/or receive a recommendation of the Nominations Committee -- may stand for election. In accordance with the bylaws, candidates may add themselves to the ballot up to five days before elections.

- *ALTERNATIVE: Any member meeting the minimum eligibility requirements as outlined in SPJ bylaws may stand for election. In accordance with the bylaws, candidates may add themselves to the ballot up to five days before elections.*
- The Nominations Committee will keep its deliberations confidential. Members of the Nominations Committee shall refrain from any public or private advocacy for a candidate on the ballot. Any committee member's breach of this guideline is subject to review, and possible removal, by the Board of Directors.
- Candidates who seek and do not receive a recommendation from the Nominations Committee may remove themselves from consideration before the declaration deadline (five days before the election).
 - *ALTERNATIVE: If the Nominations Commission decides that a candidate is not qualified to serve on the national board, the candidate may remove himself or herself from consideration before the declaration deadline (five days before the election).*

Election process

All candidates' profiles will be posted to SPJ.org and, if deadlines are met, Quill magazine. Profiles will note which candidates have been recommended by the Nominations Committee.

ALTERNATIVE: All candidates' profiles will be posted to SPJ.org and, if deadlines are met, Quill magazine. The profile section will indicate which candidates meet the minimum requirements for serving on the board.

The Nominations Committee chair will coordinate with SPJ staff to collect any missing biographical information for candidates and to create the official ballot with instructions on voting.

In accordance with the bylaws, there shall be an election annually at the convention or, if no convention is scheduled, during the fourth week of September, to elect the Society's president-elect, secretary-treasurer, at-large directors; and to fill the positions of regional coordinators whose terms are expiring.

The election shall be conducted electronically by secret ballot beginning at the end of the opening business meeting of the convention and ending one hour before the start of the final business meeting of the convention. In a year when no convention is scheduled, balloting will begin at 12:01 a.m. Eastern Time on a date in the fourth week of September set by the board of directors and balloting shall remain open for at least 48 hours. Ballots shall be cast using a system established by the executive director with the approval of the board of directors.