



## **CEF Nominations and Elections Procedures for Elections for the 2020 Board of Directors**

- 1)** Eligible CEF members wishing to be considered for the offices of President, Vice President or Treasurer, or for one of the other eight elected seats on the CEF Board of Directors – four of which come up for election this year -- shall complete the attached “Candidate Profile” and submit it to the Committee on Nominations and Elections via the CEF office, **by Close of Business (COB) on Friday, November 8, 2019.**
- 2)** Representatives of dues-paying CEF members in good standing are eligible to file a candidate profile. Individuals serving on the Committee on Nominations and Elections may not file a candidate profile, nor may other individual employed by or representing an organization that is already represented by a member of the committee.
- 3)** Individuals may file a Candidate Profile for more than one office. However, they may not appear on the final ballot for more than one office, so if they are recommended for one office but choose to pursue their candidacy for another, they will not be included on the slate for the original office.
- 4)** Please send the candidate profile as a word attachment, or as a pdf file, to Claire Shanklin at CEF: [Shanklin@cef.org](mailto:Shanklin@cef.org). Candidates for election are free to campaign in any appropriate manner at any time during the nominations and elections process.
- 5)** The Committee on Nominations and Elections will review the submitted candidate profiles and develop a slate to be presented to the CEF membership. The slate will include candidates for President, Vice President, Treasurer and the four elected seats on the CEF Board of Directors that are up for election (last year four Board members were elected and two were appointed to two-year terms). The Nominations and Elections Committee will develop a slate that contains at least one candidate for President, Vice President, and Treasurer and no less than four candidates for the CEF Board of Directors to be elected by the CEF membership. The Committee on Nominations and Elections may solicit additional candidate profiles to ensure an appropriately balanced slate that is representative of the dues categories and education sectors within CEF’s membership.
- 6)** Before the slate is presented to the full CEF membership, the Committee on Nominations and Elections shall contact those members who submitted profiles but who were not included on the slate to determine if they wish to maintain their candidacy and appear on the ballot. **In compliance with the CEF bylaws, the recommended slate, all additional candidates, and the Candidate**

**Profiles of all those up for election will be presented to the full membership by email no later than November 29, 2019, which is two weeks prior to the CEF Annual Meeting.**

- 7) Elections will take place during the business session of the CEF Annual Meeting to be held on December 13, 2019.**
- a) Each CEF member organization in good standing and also present at the annual meeting shall cast one vote. Proxy voting is not allowed.
  - b) Any CEF member who participates in the annual meeting by means of a conference call or similar means of communication which allows for those attending the meeting to simultaneously hear each other and participate in the meeting shall be deemed present at the meeting.
  - c) The order of elections will be: President, Vice President, Treasurer, and then the Board of Directors.
  - d) Voting will be by secret ballot.
  - e) If a candidate is unopposed for an office, the election may take place by voice vote if such a motion is approved by unanimous consent. Nominations from the floor are not permitted.
  - f) To the extent that paper or secret ballots are used for voting, those who participate by means of a conference telephone or similar means of communication may cast such ballot electronically after their presence is confirmed during the meeting.
  - g) Candidates for the offices of President, Vice President, and Treasurer shall be permitted to address attendees of the business meeting for three minutes. Officers shall be elected by a majority of the votes cast by secret ballot. If a runoff is required during any election for officers, the membership shall vote again on the two candidates who received the highest number of votes in the preceding vote.
  - h) Candidates for the Board of Directors will be permitted to address attendees of the business meeting for 90 seconds. Candidates receiving the four highest vote totals in rank order shall be elected to the Board of Directors. If candidates are tied for the last seat, a runoff will be held to determine a candidate with the most votes.
- 8) The Officers and elected Board members take office at the end of the annual meeting.**

# Committee for Education Funding

## 2019 Committee on Nominations & Elections

### Official Candidate Profile

**Deadline: Due to CEF by COB on November 8, 2019**

*E-mail: Shanklin@cef.org*

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

Position(s) sought:

President

Vice President

Treasurer

Two-Year Membership to Board of Directors

Other CEF Organizations you represent:

\_\_\_\_\_

#### **Candidate Statement:**

***Please submit a candidate statement, preferably in 500 words or fewer, providing relevant information about your background, qualifications, experience in education, and your vision for CEF and specific goals you would like CEF to accomplish during your term. You may also include any other information you feel will advance your candidacy. This statement will be considered by the Committee on Nominations and Elections and distributed to the CEF membership prior to the Annual Meeting.***