March 10, 2021 -- Updated

February 8, 2021-- Original

**RE: NABJ-CC Electronic Voting 2021 – New Process**

**Full Members must register by April 16 to vote in May**

Dear NABJ-Chicago Chapter Member:

The National Association of Black Journalist-Chicago Chapter (NABJ-CC) is pleased to inform you that candidate nominations are now open for the 2021-2023 term of the NABJ-CC Board of Directors. Provided herewith is a Nomination Form, a Candidate Information Form and information concerning the nominating process, election procedures and the overall schedule. You may nominate yourself or forward the Candidate Information Form to the Full Member you nominate. The completed Candidate Information Form must be submitted by March 22, 2021, along with the candidate’s platform statement of no more than 125 words. The nomination materials must be typed and submitted electronically at: elections@nabjchicago.org.

Only Full Members of both NABJ-CC and NABJ are eligible to serve on the Chapter’s Board of Directors. The names and position statements of eligible candidates will be posted on the NABJ-CC website (http://nabjchicago.org/) in the weeks prior to the election. An email notice will be sent to you at the time of the posting. The election will take place at the NABJ-CC Annual Meeting May 20, 2021. Due to the pandemic, at this point we are planning that the Annual Meeting will be virtual. The ballots, with the names of all eligible candidates, will be available to membership online for electronic voting.

Proposed amendments may be offered and considered as part of the election process. Proposed amendment to the Chapter Bylaws and Constitution must be submitted electronically to the Parliamentarian at elections@nabjchicago.org by March 22, 2021. Accepted proposed amendments also will be voted on by the membership at the Annual Meeting.

**Voter registration begins Monday, February 8, 2021.**

Your electronic vote must be cast Thursday, May 20, 2021 by 6:30 P.M., during the Annual Meeting.

Nomination and election related inquiries should be directed to the Nominating Committee at: elections@nabjchicago.org.

Thank you for your participation. Your involvement keeps NABJ-CC strong!

Sincerely,

NABJ-CC Nominating Committee

**NABJ-CC 2021 Nominations**

**Proposed Schedule of Activities:**

**2021 TIMEFRAME ACTIVITY**

February 8 Election kick-off announcement posted online

 Full Member voter registration begins

February 18 Election announcement at general membership meeting

March 22 Nomination application with electronic Candidate Statement must be received by NABJ-CC Nominating Committee. Submit statement via email to elections@nabjchicago.org. Proposed amendments to Bylaws or Rules must be received by NABJ-CC Nominating Committee. Submit proposed text via email to elections@nabjchicago.org .

March 23-31 NABJ-CC Nominating Committee review/verification of nominations and proposed amendments vetted.

April 1 NABJ-CC Nominating Committee submits Report to Board of Directors

April 10 Candidate Names and Statements Posted on NABJ-CC Website, along with proposed amendments, if any.

April 16 Full Member voter registration closes

May 1 Electronic voting begins with notification to membership

May 20 Annual Meeting. Electronic voting concludes at 6:30PM at the Annual Meeting. Election results will be announced during the Annual Meeting, planned as Zoom meeting.

**2021-2023 Board of Directors Candidate Information**

*TO BE COMPLETED BY CANDIDATE*

**Candidate for which position? Check one.**

\_\_\_\_\_ **President** \_\_\_\_\_ **Vice President/Digital**

\_\_\_\_\_ **Vice President/Broadcast** \_\_\_\_\_ **Treasurer**

\_\_\_\_\_ **Vice President/Print** \_\_\_\_\_ **Secretary**

\_\_\_\_\_ **Vice President/Archives** \_\_\_\_\_ **Board Member At-Large (9 positions)**

Candidate Information

Name:

Profession/Title: Company Affiliation:

Mailing Address:

Day Telephone: Mobile # (optional):

Evening Telephone: E-mail Address:

**PLEASE ATTACH RESUME AND PHOTO** Qualifications/Background Summary:

Candidate Platform Statement: PROVIDE YOUR PLATFORM STATEMENT IN THE BODY OF YOUR EMAIL THAT SUBMITS YOUR CANDIDATE INFORMATION AND RESUME. YOUR STATEMENT SHOULD BE NO MORE THAN 125 WORDS.

**Employer/Supervisor Contact:** **Telephone:**

**Candidate Signature:** Date:

This completed Candidate Information Form must be submitted no later than March 22, 2021, along with a platform statement of no more than 125 words (approximately four sentences).The platform and any inquiries should be sent to email address below. The statement should address the candidate’s qualifications and plans for office. The statement will be shared with the membership. To be eligible for office, a candidate must be a Full Member in good standing with both NABJ-CC and the National Association of Black Journalists. The election is scheduled to occur during the Annual Meeting May 20, 2021. Submit this completed form, along with resume, at: elections@nabjchicago.org .

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NOTE: The NABJ-CC voting procedures are in compliance with the **NABJ-CC Constitution and Bylaws, the NABJ Constitution and *Robert’s Rules of Order.***

**Board of Directors / Position Requirements**

* Candidates must be a Full Member in good standing with NABJ-CC and the National Association of Black Journalists.
* Only Full Members of NABJ-CC are eligible to vote.
* The term of office for each Director position is two years May 2021-May 2023.

**Officer Position Descriptions**

* **President** — The President shall preside over all Board meetings of NABJ-CC and function as its principal executive officer. The President shall ensure that all resolutions, orders and contracts authorized by the Board of Directors are executed.

The President is an ex officio member of every committee.

* **Treasurer** — Serves as the principal financial officer and shall be bonded.
* **Secretary** — Oversees meeting minutes and all formal outgoing communications of the Chapter. Works collaboratively with Vice President of Archives for record preservation.
* **Vice President/Broadcast** — Shall oversee and be the President's liaison for Media Advocacy Committee. Assists the President in the discharge of duties, as assigned by the President, and presides, concurrently, with the other VPs in the President’s absence.
* **Vice President/Print** — Shall oversee and be the President's liaison for Mentorship/Community Service Committee. Assists the President in the discharge of duties, as assigned by the President, and presides, concurrently, with the other VP in the President’s absence.
* **Vice President/Digital** — Shall oversee and be president's liaison for the Membership/Communications Committee. Assists the President in the discharge of duties, as assigned by the President, and presides, concurrently, with the other VP in the President’s absence.
* **Vice President/Archives** — Shall oversee the photo, video and audio collection and preservation of Association forums, interviews, workshops and other activities. The Vice President of Archives shall work collaboratively with the Secretary in pursuit of comprehensive records preservation. Assists the President in the discharge of duties, as assigned by the President, and presides, concurrently, with the other VP in the President’s absence.
* **At-Large Board Positions** (9 maximum) --- Assumes duties as assigned.