**Adult Division Guidelines Amendment Proposal Form**

**Section: Section 3 - Nominations**

**Proposed By: NWBA Adult Executive Committee**

**Summary of Proposed Change:**

Spell out the new proposed committee position. Defined dates to notification of open positions and put in a process for a nomination to the committee.

**Current Bylaw:**

**Section 3 – Nominations**

1. The Executive Committee will accept nominations for Executive Committee positions:
	1. In advance of the meeting, in writing, to the Division Secretary.
	2. From the floor at the annual meeting so long as the nominee is present to give consent to the nomination.
	3. A member need not be present to be elected, however, if a member is unable to attend the meeting and chooses to run for office, (s)he must submit a nomination in writing to the Secretary at least one (1) week before the date of the meeting.

**Proposed Bylaw: (All changes and/or deletions must be in red)**

**Section 3 – Nominations**

1. ~~The Executive Committee will accept nominations for Executive Committee positions:~~ The Executive Committee will accept nominations for the following roles of (Chair, Vice Chair, Secretary / Treasurer and Three (3) At-Large Members in accordance with the following guidelines:
	1. ~~In advance of the meeting, in writing, to the Division Secretary.~~ Executive Committee Secretary will shall submit to the NWBA Executive Director a list of Open Positions to be posted on the NWBA website no later than ninety (90) days before the annual meeting.
	2. ~~From the floor at the annual meeting so long as the nominee is present to give consent to the nomination.~~ All potential Candidates must submit in writing a letter of interest and resume to the Secretary of the Division no later than sixty (60) days preceding the annual meeting. No nominations will be accepted from the floor.
	3. ~~A member need not be present to be elected, however, if a member is unable to attend the meeting and chooses to run for office, (s)he must submit a nomination in writing to the Secretary at least one (1) week before the date of the meeting.~~ Executive Committee Secretary will submit the slate of Candidates to the NWBA Executive Director no later than forty-five (45) days preceding the annual meeting.
	4. The NWBA will electronically copy the slate of Candidates to all Adult Division Active Members of the NWBA at least thirty (30) days before the annual meeting.

**Rationale for change:**

To clearly define the new structure of the committee. Additionally became in alignment with the NWBA Board of Directors on the process of submitting nominations and a structured process for nominations.