

# Florida Local Government Information Systems Association

## Nominations Procedure Policy

The purpose of this Policy is to provide a set of Guidelines and Procedures for the handling of voting nominations during an election process including normal cycles and special elections. The Election process is outlined in the FLGISA By-Laws Article V – Elections. The Nomination Process is specified in Article 5 Section 3.

This Policy is designed to outline the procedures and expectations regarding the nomination process that leads up to the Election Process:

The By-Laws specify three events with regard to the Nomination process.

- At least 2 Calendar Days Prior to the Request for Nominees– A nominating committee shall be appointed by the Board of Directors.
- At least 21 Calendar Days Prior to the Start of Election Voting– The request for nominees is to be sent to the membership by email.
- 7 Calendar Days Prior to the Start of Election Voting – Nominations shall be closed. The President and/or designee shall be notified by the committee of the nominations for each of the positions.

Responsibilities of the Nomination Committee are as follows:

- The Chair works with the Executive Director to work through the election calendar date requirements to arrive at an appropriate abiding schedule. This should be done in advance of the September Strategic Planning meeting and approved by the board at that meeting.
- The Chair shall select the committee members, no less than two and no more than three including the chair, to be approved by the board at least two days before the request for nominees. A board member that is not up for re-election is to be selected as a means of continuity should the Chair become unavailable. This process and notification to the President should be done well in advance so the Board can take action without meeting if needed per the FLGISA By-Laws specified in Article VI Section 6.
- A notification email of the election dates and request for nominations is sent to the membership by the Administrator at least 21 calendar days prior to the start of election voting.
- The Chair shall email the nominee after the Administrator confirms the nominee’s eligibility to serve on the Board, confirming that they accept the nomination and will comply with the

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nomination requirements to provide their biography, position paper, and photograph. Once a nominee has complied with the nomination requirements, they will be an official candidate for the position. If the nominee fails to comply by the stated date in the nomination and acceptance email from the Past President, the nominee will be disqualified.

- The Chair shall work with the Administrator to provide weekly updates to the membership via the FLGISA message board. Posts on the message board will be by position and will distinguish a nominee versus an official candidate for the position. This process allows for a transparent election process.

**Approved by the FLGISA Board of Directors on July 30, 2018.**

**Revised Policy Approved by the FLGISA Board of Directors on January 22, 2020.**

**Revised Policy Approved by the FLGISA Board of Directors on September 13, 2024.**

## Example Nomination Confirmation email:

Email addressed to Nominee and Nominator, CC to Nominations Committee, President, Administrator

<Nominee>

I am pleased to congratulate you on behalf of the FLGISA Board of Directors and the 20xx Nominating Committee. You have been nominated to run for the position of FLGISA <Board Position>. By way of reply, please confirm your acceptance of this nomination, and your understanding and intent to comply with the submission of the required information as noted below.

As a nominee, you are asked to submit the following items to the FLGISA Administrator (admin@flgisa.org) prior to the close of business on <day after nominations close>. If you fail to comply with the required information by the specified date, you will be disqualified from the nomination.

- Position paper of no more than 250 words, outlining why you wish to serve
- Brief biography
- Appropriate photo

This information will be included as part of your profile in the online voting process.

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Thank you for your interest in serving, and your commitment to the FLGISA. We wish you the best of luck in the upcoming election.