

*Prepared by the Office of Chapter Services*

# **STANDARDS** FOR NASW CHAPTER NOMINATION & ELECTIONS

This manual was approved by the National Board of Directors  
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750 First Street NE, Suite 700  
Washington, DC 20002-4241  
[www.socialworkers.org](http://www.socialworkers.org)

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## **INTRODUCTION**

These revised standards are meant to guide the work of the Chapter Committee on Nominations and Leadership Identification (CCNLI), the chapter board of directors, and the chapter staff as they each carry out the responsibilities of their respective roles in the election process.

Forms that require signatures must be signed by the person designated. All forms must be submitted to the Chapter Services Department at the appropriate time in the nominations and election process.

## **ACCOUNTABILITY**

The strength of the National Association of Social Workers (NASW) is directly related to the quality of its leadership and the extent to which the standards, policies, and procedures that are set and followed reflect the values of the Association's members. An open and fair nomination and election process that consistently provides a high level of quality and diversity among the elective leadership is the ultimate goal of these standards.

The chapter board of directors is ultimately responsible for ensuring that the chapter's nominations and election process adheres to these standards and the chapter and national bylaws. The CCNLI is accountable to the chapter board of directors. As long as the CCNLI carries out its basic requirements, its autonomy -- even from board intervention -- is to be ensured. Should the CCNLI fail to meet basic requirements, it is the responsibility of the Board of Directors to initiate corrective action. When interpretations are needed or questions arise about standards or required policies and procedures, it is in the best interest of the chapter and the Association that consultation be sought from the Chapter Services Department at the earliest possible date. National staff and chapter leadership can then determine whether more additional comprehensive technical assistance is necessary and identify appropriate resources.

If the chapter board of directors has consulted with the appropriate national staff and subsequently concluded that complete compliance with the *Standards for NASW Chapter Nominations and Elections* is not feasible, the chapter may apply for a waiver regarding a specific requirement. Waiver requests must be made in accordance with criteria established in Standard 25. A preliminary ballot cannot be certified and published until a decision is rendered on the waiver request.

## COMPLIANCE

Because NASW is a single corporate entity, the National Board of Directors has ultimate authority over and responsibility for what happens in the association at both the chapter and the national levels. The Board is, therefore, responsible for setting these and other standards with which all chapters must comply.

When a chapter fails to adhere to standards and policies, including submission of required reports, the Board may take the following actions.

- Provide special consultative services or other aids designed to enable the chapter to strengthen itself.
- Reduce or withhold financial support until the chapter gives evidence of adhering to standards
- Place the chapter on provisional status for a period not to exceed one year
- Place the chapter in receivership until new leadership is elected and the chapter is able to adhere to standards and policies of the Association.

Sanctions are justified when the elected chapter leadership deliberately refuses to comply with the policies and standards of NASW after repeated requests for compliance or when unusual circumstances arise that the elected chapter leadership is unable to handle appropriately.

The National Board of Directors continues to recommend that national staff and chapter leaders work together on standards compliance issues to avoid situations in which chapters need to undertake corrective action, such as developing a new ballot, postponing the election until requirements are met, or holding a new election should the original election be judged invalid. Good communication between chapters and the national office should avert the use of sanctions.

## ELECTION STANDARDS AND PROCEDURES FOR NATIONAL ELECTIONS

A manual for the identification of potential candidates and election procedures for national elections has been developed and approved by the National Board of Directors. Chapters are frequently contacted by candidates for national elective office. All chapters should have a copy of this manual.

National election standards formed the basis from which *Standards for NASW Chapter Nominations and Elections* were developed. They are similar but not identical. Chapters should refer to procedures for national elections regarding national candidates and campaigns.

# SECTION ONE

## **Standards for NASW Chapter Nominations and Elections**

### **STANDARD 1 CANDIDACY REQUIREMENTS**

An individual must be a regular, associate, or student member of the Association and in good standing to be a candidate for election to a chapter office.

### **STANDARD 2 PAST ASSOCIATION STAFF ELIGIBILITY FOR ELECTIVE OFFICE**

Regular, associate, or student members in good standing who have held national or chapter staff positions are not eligible to become candidates for chapter elective positions until two years after their last day of employment with NASW.

### **STANDARD 3 CCNLI MEMBERS BALLOT ELIGIBILITY**

CCNLI members are not eligible to become candidates for an elective position while serving on the CCNLI or for the election year immediately following the expiration of their term on the CCNLI except in chapters electing the CCNLI chair. CCNLI members may become candidates for the elected position of CCNLI chairperson in the program year immediately following the conclusion of their term as a committee member.

### **STANDARD 4 AFFIRMATIVE ACTION**

Chapters shall have nominating procedures in place to ensure that affirmative action goals are met each election year (*Affirmative Action Program of NASW, III.2.b.*).

### **STANDARD 5 CCNLI MEETINGS**

The CCNLI shall meet at least once per year to conduct the selection process and to certify a preliminary slate to the secretary of the chapter board of directors.

### **STANDARD 6 DIVERSITY AND BALANCED REPRESENTATION**

The CCNLI shall assemble a slate that will ensure that the elective leadership of the chapter represents all geographical areas and population concentrations covered by the chapter and provides a balanced membership group reflecting the minority, sex, sexual orientation, and student distribution and the special interests of the members of the chapter (*NASW Bylaws, Article XV, D.2.*).

### **STANDARD 7 SINGLE AND DOUBLE SLATING**

The CCNLI shall document reasonable efforts to select two candidates (double slate) for each statewide position and may select more than two, provided that the slate is assembled in such a way as to ensure that any combination of candidates receiving the largest number of votes will enable the chapter to meet its affirmative action goals and representational mandates.

Single slating for local chapter positions is allowed. This includes elections for regions, units, districts or branches for board or Chapter Committee on Nominations and Leadership Identification (CCNLI) positions. The slate, however, must ensure that the Affirmative Action goals for your chapter will be met.

### **STANDARD 8 BYLAWS COMPLIANCE**

The CCNLI shall assemble a slate of positions that adheres to the terms and conditions of office set forth in the chapter bylaws.

**STANDARD 9      NOMINEE NOTIFICATION**

Individuals selected by the CCNLI to become candidates for elective office are to be contacted by a CCNLI member who formally issues the invitation on behalf of the CCNLI.

**STANDARD 10      CONFIDENTIALITY**

CCNLI deliberations are confidential. Other than candidate notification, the preliminary slate shall be kept confidential until officially announced by the secretary of the board of directors.

**STANDARD 11      PRELIMINARY SLATE AND PETITION PROCESS ANNOUNCEMENT**

The secretary of the board of directors announces the preliminary slate and the petition process to the chapter members through publication in the chapter newsletter and website. The petition process allows members to add his/her name to the slate by submitting a petition to the CCNLI within 30 days of the announcement.

**PETITION PROCESS REQUIREMENTS:**

- For a statewide position, the petition must include signatures from at least 2% of the total number of chapter members with representation from each branch.
- For a branch position, the petition must include signatures representing 2% of the total number of branch members.
- The CCNLI must verify that petition signers are members of the Association, the chapter, and in the case of branch positions, the appropriate branch.
- The CCNLI must verify that the petition contains the number of eligible signatures required for the specific position for which it has been submitted.

**STANDARD 12      CAMPAIGN ETHICS**

A campaign for election shall be conducted in keeping with the ethical standards of the profession as articulated in the NASW Code of Ethics. A candidate shall conduct him/herself in a manner that is professional and within the highest standards of personal decorum. A candidate will in no case, speak against an opponent in a personal manner or disparage an opponent in any way.

**STANDARD 13      CANDIDATE ENDORSEMENTS**

Candidates may seek members to endorse their candidacy and announce endorsements as a means of providing evidence of qualifications for a position and support for their candidacy.

Candidates must obtain clear and specific written permission to use the name of any person as an endorser and must explain to the endorsing person the exact manner in which the endorser's name will be used either orally or in writing. The current elected or appointed NASW position of an endorser shall not be mentioned in any endorsement statement or list of endorsers. Current members of the National and Chapter Committee on Nominations and Leadership Identification, the chapter board, national and chapter staff are prohibited from endorsing any candidates or giving the appearance of endorsing candidates. Units of the chapter (e.g. committees or commissions, etc.) are also prohibited from endorsing candidates or giving the appearance of endorsing candidates.

#### **STANDARD 14      CAMPAIGN MATERIALS**

Campaign materials must be in keeping with the professional nature of the organization. Normally the content of materials may include but not limited to a picture of the candidate, a statement of positions, a listing of credentials and qualifications, and names of endorsers. Materials should not include comments regarding an opposing candidate.

#### **STANDARD 15      NASW MATERIALS AND CHAPTER RESOURCES**

Association resources including the Association name, letterhead, staff time, postage, email, faxes, websites, etc. may not be expended for the purpose of supporting one candidate over another.

The use of chapter newsletters or websites to report the candidacy of chapter members and electoral area candidates is encouraged, provided that:

- The report is included as a news article or an announcement in the regular chapter publication or website.
- The candidacy of all chapter candidates is reported.
- The candidates' opponents are informed at least two weeks in advance of the deadline for receipt of copy so that they may insert material of their own if they wish. The names of the opposing candidates shall be included in the article or announcement whether or not the opponent submits material to be included in the article.

Mailing lists (including email addresses) of members may be sold to candidates either by national or by chapters, at the usual and customary fee as long as the requests (for labels, etc.) meet all other mailing list request policies.

Listservs may be used to encourage members to vote and to dialogue with/or about candidates, but not to endorse specific candidates.

Chapter postal permits are not permitted to be used by candidates or on behalf of candidates.

Promotion, other than the above, of any candidate should be available only at private cost *not to exceed* \$500 (including advertising space, cost of mailing, mailing lists, etc). Every advertisement should include the statement "This is not to be construed as an endorsement by the association of an individual".

#### **STANDARD 16      PERSONAL APPEARANCES**

In keeping with the policy that Chapters may not endorse candidates, candidates for the same office must be offered equal access to chapter functions. If a candidate requests or is invited to appear or speak at a chapter function in the capacity of a candidate, the same access must be actively offered to opposing candidates. In the event that the opposing candidates cannot appear, they must be offered the opportunity to submit a written statement of an appropriate length to be read by a member of his/her choice or presented in written form at the same occasion.

#### **STANDARD 17      CAMPAIGN MONITORING AND ACCOUNTABILITY**

The CCNLI has the responsibility of monitoring campaign activities. A request for a review of a complaint of a potential or alleged election practice violation can be made by any member or unit of the Chapter. In the event of such a request (or complaint), the Chair will immediately inform the Committee. If the Committee concludes

that a violation is likely, the CCNLI Chair will notify the Chapter Board President and the Chapter Services Department.

### **STANDARD 18 VIOLATIONS**

The CCNLI shall determine whether a violation has occurred and, if so, whether the violation is of major or lesser degree. The determination of whether a major violation has occurred will be based on the following:

- Degree of departure from the guidelines
- Degree of harm to the opposing candidacy
- Closeness of the election
- Relationship between the departure/violation and the election results.

A violation might be deemed “major” if it clearly involved a knowing, willful and deliberate disregard of the guidelines, disregard of generally accepted notions of fairness, or a violation of ethical standards. In such instances, the candidate’s behavior rather than its impact on the election would be the prime consideration. “Lessor” or “minor” violations would include technical and inadvertent breaches of the guidelines, which in the opinion of the CCNLI had little or no effect on the outcome of the election.

### **STANDARD 19 CAMPAIGN SANCTIONS**

If a violation is found to have occurred, the CCNLI, in consultation with the Chapter Services Department, will report this to the Chapter Board of Directors with a report on whatever sanction(s) or other actions the CCNLI has taken. In the event of a finding of “major” violation, the CCNLI may determine that the candidate be disqualified from assuming office or other appropriate actions. Upon consultation with the Chapter Services Department and other appropriate national staff, the CCNLI Chair shall communicate the decision to the Board President and to the candidate. If no appeal is filed within 15 days of the notice of sanction(s), then sanction(s), if any, should take effect. and sanction(s), if any, shall take effect.

### **STANDARD 20 APPEAL OF DECISION AND/OR SANCTIONS**

Any party found in violation of the standards may present an appeal to the CCNLI within 15 days of the date of the notice of sanction(s). The appeal shall be presented in writing and sent by certified mail to the Chapter President and state why the decision should be modified. In the event that the Chapter President was a candidate in the election that is challenged, the Chapter Vice President or another officer shall act in place of the President.

The Executive Committee shall consider the appeal at its next regularly scheduled meeting or earlier if warranted. The Executive Committee may request further information from the candidate(s), from the chapter, from the CCNLI or from any other person, but need not do so if the information on hand is sufficient for its purposes. The Executive Committee may uphold the CCNLI action or grant the appeal in whole or in part. Final decisions are made by the Executive Committee in consultation with the Chapter Services Department and legal counsel.

### **STANDARD 21 ELECTION CERTIFICATION AND BALLOT DISTRIBUTION**

To be valid, chapter elections must be certified by the CCNLI in consultation with the Chapter Services Department and approved by the chapter board of directors. The ballot must be mailed to all eligible chapter members and allow at least three weeks for members to vote and return ballots, and it must meet all the requirements established in the *Standards for NASW Chapter Nominations and Elections*.

**STANDARD 22 ELECTION DETERMINATION**

Election of candidates to office shall be by a plurality of the total votes cast (*NASW Bylaws*, Article IX.C.3.).

**STANDARD 23 ELECTION TIES**

When all votes have been tallied by the CCNLI and there is a tie, the winner shall be determined by a coin toss in the presence of the candidates (or their designees), under the supervision of the CCNLI, with the chairperson or her or his designee calling the toss.

**STANDARD 24 SPECIAL ELECTIONS**

All special elections shall adhere to the same standards as regular elections for processes, procedures, timelines and confidentiality.

**STANDARD 25 WAIVERS**

To be eligible for a waiver from any of the standards and requirements established in the *Standards for NASW Chapter Nominations and Elections*, a chapter must have demonstrated and documented its efforts to comply with the standards, and sought consultation and technical assistance from the appropriate national staff. The chapter must submit a formal request for waiver in writing to the Chapter Services Department, which has been designated by the National Board of Directors to act on these matters, before the CCNLI certifies the chapter's preliminary ballot to the secretary of the chapter board of directors.

**STANDARD 26 VACANCIES IN ELECTIVE POSITIONS**

Except for the positions of president-elect and president, all vacancies for chapter elective positions are to be filled through the board of directors' appointment of a person to serve until the term expires. The board of directors shall adopt a policy specifying that in the event of vacancy in the position of president-elect, either the position shall be offered to the candidate receiving the next largest number of votes in the election or the position shall be filled through a special election. When a vacancy occurs and the board of directors has not established a policy prior to the position becoming vacant, the chapter shall contact the Chapter Services Department for consultation. When a vacancy occurs in the position of president, the position shall be filled by the vice president, who shall serve until the term expires, except in the event that no election for the position of president-elect was held before July 1 (causing the vacancy in the position of president), in which case the vice president shall serve until a special election for the position of president is completed.

**STANDARD 27 DELEGATE ASSEMBLY DELEGATES' TERMS**

Delegates are elected to three-year terms beginning July 1, to serve two years before and the year of the Delegate Assembly. The number of delegates to which a chapter is entitled may vary from Assembly to Assembly on the basis of a formula determined by the Assembly itself.

All chapters are represented by at least one delegate and a guaranteed alternate, the first and second delegates (or guaranteed alternate) are always the president and the president-elect respectively, when those positions are filled. Delegations from chapters entitled to three or more delegates must comprise a balanced representation of all geographic areas and population centers of the chapter (*NASW Bylaws*, Article V, Section E. 2.).

There is no position of "delegate" on a chapter board of directors, but board members may run as delegates and, if elected, serve in both positions.

**STANDARD 28      QUALIFIED PROSPECTS' ROSTER**

The CCNLI is responsible for maintaining a roster of qualified prospects for the chapter president and board of directors to consider in filling elective vacancies and appointive positions at the committee - task force - liaison level.

## **Committee on Nominations and Leadership Identification**

### **Committee Charge**

#### **AUTHORIZATION**

The Chapter Committee on Nominations and Leadership Identification (CCNLI) is authorized by Article XVI of the NASW Bylaws and is accountable to the chapter board of directors.

#### **TIME FRAME**

July 1 through June 30

#### **COMPOSITION**

- A. The Committee composition shall be representative of the chapter and branch membership.
- B. The term of office of CCNLI members shall be two years, and terms shall be staggered. A Committee member shall not be eligible for re-election for one year after the expiration of his or her term on the Committee.
- C. The Chair of the CCNLI shall be elected by the membership during the general election or selected by members of the CCNLI from among those serving in the last year of their term.

#### **RESPONSIBILITY**

The CCNLI is responsible for conducting the chapter's nominations, selection, and election process in accordance with the *Standards for NASW Chapter Nominations and Elections*.

#### **ACCOUNTABILITY**

- The CCNLI is accountable to the chapter board of directors.
- The CCNLI shall carry out its duties related to the selection of candidates as an autonomous body. The CCNLI is subject to the policies set forth in the NASW Bylaws and by the National Board of Directors.
- In the event of any necessary interpretation of Bylaws, CCNLI shall submit requests for bylaws interpretations to the Chapter Services Department and/or to legal counsel.

## Checklist of Monthly Activities

### JULY

- Secretary of the board of directors announces results of the election to the chapter members in the newsletter, website or via direct mail.
- CCNLI members receive information on the positions open for the next election, the standards and reference materials needed for their work, and the charge to the committee from the board of directors.
- First CCNLI meeting and orientation is scheduled, published, and distributed to membership through the current or next newsletter.
- Chapter receives affirmative action goals from the national office.
- Executive Director orients new staff members to the nomination and election process and describes the appropriate support role of staff to members and the CCNLI.

### AUGUST

- CCNLI informs members by chapter newsletter and web page of the positions open for the next election and the timetable for the nomination and election process and begins soliciting nominations.
  - Nomination forms are distributed through the chapter newsletter, placed on the website, at chapter meetings, and to members requesting them.
  - First CCNLI meeting and orientation are completed.
  - CCNLI meetings and work plan are set for the program year.
  - The chapter office continues distribution of biographical fact sheets to interested members and nominees, with a cover letter from the CCNLI chairperson, and sends a copy to the member submitting the nomination.
  - Biographical fact sheets may be screened for membership and good standing and may have relevant affirmative action and representational data attached by staff or be held for the CCNLI to process.
- 
- CCNLI consults with the chapter president and the Chapter Services Department regarding questions or interpretations needed to proceed with the nomination, selection, and election process. The Chapter Services Department, in consultation with appropriate national staff, has the responsibility to make clarifications and interpretations on guidelines.

## **SEPTEMBER**

- Chapter members are informed of CCNLI meeting dates and locations for the balance of the year.
- The chapter newsletter and website repeats call for nominations, with listing of open positions and deadline for submission of nomination forms.
- CCNLI members begin contacting schools that have Council of Social Work Education accredited bachelor's and master's degree programs to identify potential candidates for student board member positions.
- Biographical fact sheets continue to be distributed and received.

## **OCTOBER**

- CCNLI meets to conduct the selection process:
  - Biographical fact sheets are made available.
  - Screening for membership and good standing are completed.
  - Affirmative action and representational data relevant to meeting chapter goals are available on all nominees.
  - A working slate that meets the chapter's affirmative action goals and representational mandates is identified.
- CCNLI members call selectees and issue invitations to candidacy.
- CCNLI identifies alternate selectees for positions in which the selectee or selectees from the working slate decline the invitation to candidacy.
- CCNLI members prepare a status report to members and solicit additional nominations as necessary and appropriate to their timetable.
- CCNLI members consult with the chapter president and NASW Office of Chapter Services staff regarding any problems with the selection process.

## NOVEMBER

- CCNLI completes the selection process.
- CCNLI advises all nominees of their status.
- CCNLI certifies the preliminary ballot to the secretary of the board of directors and sends two copies to the Chapter Services Department.
- CCNLI initiates dialogue with the chapter president (and consultation from the Chapter Services staff) if the selection process has not produced a certifiable preliminary slate.
- Formal letters from the CCNLI chairperson confirming candidacy are sent by the chapter office to the candidates.

## DECEMBER

- The secretary of the board of directors announces the preliminary slate and the petition process to the members in the newsletter and the website this month or next, depending on the chapter's newsletter schedule.

## JANUARY

- The secretary of the board of directors announces the preliminary slate and petition process to members in the chapter newsletter and website if the chapter had no December issue(s).
- The CCNLI chairperson responds to questions about the petition process and campaign issues.
- Chapter staff provide information and petition forms as requested by members.

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## FEBRUARY

- CCNLI may meet to review petitions and inform petitioners of their decision.
- CCNLI certifies final ballot to the secretary of the board of directors and sends two copies to the Chapter Services Department.
- The chapter office solicits platform statements from candidates for use in the election mailing.

## MARCH

- CCNLI may meet to review petitions and inform petitioners of their decision.
- Candidates return platform statements.
- Election mailing preparations begin.
- CCNLI works on leadership roster for use by the president and board of directors in filling appointive positions in the coming program year.

## APRIL

- Election mailing materials are completed.
- Election materials and ballot are mailed to chapter members **ONLY**, with one copy sent to the NASW Office of Chapter Services.

- Ballot **DOES NOT** identify any candidates added through the petition process.
- Ballot requires member signature for validation and preserves members' right to confidentiality.

## MAY

- Members receive election materials and ballot.
- Members are informed of the deadline for voting and where to return ballots.

## JUNE

- Board of directors reviews and adopts charge to the CCNLI for the next year.
- Chapters without July or August newsletters inform members in the June newsletter of the positions open for the next election and the timetable for the nomination and election process and begin soliciting nominations. This information should be posted on the chapter website also.
- Ballots are tallied by the CCNLI.
- Vote tally is certified to the secretary of the board of directors.
- All candidates are informed of the vote tally for the position for which they ran.
- The CCNLI supervises the coin toss solution provided for in the *Standards for NASW Chapter Nominations and Elections*, when the tally for a position is a tie.
- The CCNLI prepares for a special election if required, in the event of a tie in which the coin toss solution is not allowed.

# SECTION TWO

## The Nomination Process

The nomination process is a natural extension of the chapter's leadership development philosophy. The formal structure and informal culture of the chapter greatly affect the opportunities for leadership development and the resulting pool of qualified candidates available for consideration each year. It is important to keep in mind the difference between eligibility criteria for any candidacy, the qualifications candidates should have for specific positions, and the need for the nomination process to culminate in a slate that meets the chapter's affirmative action goals, representational mandates, and Association standards. The nomination process is guided by standards for candidate eligibility.

## STANDARD 1

### CANDIDACY REQUIREMENTS

**An individual must be a regular, associate, or student member of the Association and in good standing to be a candidate for election to a chapter office.**

#### Interpretation

Membership is the basic eligibility criterion for candidacy in chapter elections. All regular, associate, and student members in good standing are eligible for nomination for election to a chapter office. Two student representatives shall sit on the Board. One of these shall be an undergraduate social work student and one shall be a graduate student in a master's degree program in social work. Undergraduate and graduate student representative candidates must be matriculating social work students for at least one of the two years of their term on the Board of Directors.

Anyone who is not a member in good standing is not eligible for consideration by the CCNLI. "Good standing" means that the member's dues are current and that he or she has not been sanctioned for unethical conduct through the Association's adjudication process. It is not appropriate for the CCNLI to consider an individual for candidacy and then to solicit his or her membership in the Association. The point in time for determination of eligibility is during the selection process. All candidates must meet all eligibility requirements before the preliminary slate can be certified by the CCNLI to the secretary of the board of directors.

#### Guidelines

Verification of membership in the Association can be obtained from one of two sources. One is the Association's membership database. All chapters have electronic access to its membership data and the CCNLI should have access to this information at its meetings. For recent members, a copy of a completed membership application with payment information (a copy of a credit card authorization or check) is acceptable. Information necessary for determining good standing is readily available in the chapter office.

#### Chapter Assessment Questions

- Do all newsletter articles, recruitment brochures, announcements of elective position vacancies, and biographical fact sheets include a statement about the eligibility for candidacy? (REQUIRED/STAFF)
- Are the names of all nominees screened for membership in the Association prior to consideration by the CCNLI? (REQUIRED/COMMITTEE AND STAFF)
- Are the names of all tentative candidates screened for membership and good standing in the Association prior to being invited by the CCNLI to accept candidacy for an elective position? (REQUIRED/COMMITTEE AND STAFF)

**STANDARD 2**

**PAST ASSOCIATION STAFF ELIGIBILITY**

**Regular, associate, or student members in good standing who have held national or chapter staff positions are not eligible to become candidates for chapter elective positions until two years after their last day of employment with NASW.**

Interpretation

Association staff members play many roles, have various relationships with chapter leaders, and possess expertise that can be used to benefit the chapter in a variety of ways. Appropriate application of this expertise and skill is encouraged, but with respect to elective positions, the Association's policy is based on the belief that governance and management interests are best served by maintaining an interim period between the time a person leaves a management role and the time the person enters a governance role.

Guidelines

Chapters should request verification of prior NASW employment.

Chapter Assessment Questions

- Does the CCNLI refrain from placing the names of members previously employed by the Association on the slate for chapter elective positions until two years after their last day of employment with NASW?  
(REQUIRED/COMMITTEE)

**STANDARD 3**

**CCNLI MEMBER BALLOT ELIGIBILITY**

**CCNLI members are not eligible to become candidates for an elective position while serving on the CCNLI or for the election year immediately following the expiration of their term on the CCNLI except in chapters electing the CCNLI chair. CCNLI members may become candidates for the elected position of CCNLI chairperson in the program year immediately following the conclusion of their term as a committee member.**

Interpretation

In order to assure members that election slates are determined by a fair process, it is important that decisions about the candidacy of former CCNLI members be made by a CCNLI whose members' terms did not coincide with that of the potential candidate or candidates. However, when chapters choose to elect the CCNLI chairperson, rather than have the elected CCNLI members select their own chairperson, it makes no sense to prohibit candidacy among the individuals who are logically most qualified to serve the chapter in that capacity.

Guidelines

CCNLI and chapter should keep records to ensure that the one year timeline for CCNLI members to be considered for elective office.

Chapter Assessment Question

- Does the CCNLI refrain from considering individuals who have served on the CCNLI as candidates for all elective positions except CCNLI chairperson, until the second program year after the end of their term on the CCNLI? (REQUIRED/COMMITTEE)

**STANDARD 4**

**AFFIRMATIVE ACTION**

**Chapters shall have nominating procedures in place to ensure that affirmative action goals are met each election year (*Affirmative Action Program of NASW, III.2.b.*).**

Interpretation

The CCNLI and the board of directors need to demonstrate that reasonable measures have been taken to ensure that affirmative action goals are met for each election. The procedures identified throughout this document provide the basis for chapter planning toward this end. Questions should be directed to the Chapter Services Department and the Affirmative Action Officer for clarification and interpretation.

Guidelines

Well before the CCNLI meets to assemble the slate and invite interested members to accept candidacy for specific positions, the Committee must have engaged in a comprehensive solicitation process. The CCNLI must work with the board of directors and executive director to design procedures for soliciting names for consideration. The pool of candidates is directly affected by such specifics as position descriptions, frequency and location of board meetings, and the ways in which board members spend their time together.

To increase the pool of qualified potential candidates for chapter president and other officer positions, the chapter board needs to assess what is expected of individuals serving in those positions: the number of meetings per year, travel required (not just for formal board meetings but also for any required committee meetings), conference calls, writing of newsletter articles, and so forth are all to be considered. Are potential candidates told that the board meets four times per year, only to find that it is really six, plus involves chairing a committee and attending the annual conference? Are chapter expectations realistic? If the answer is "Yes," then board members should work with the CCNLI to see that expectations are accurately communicated to potential candidates early in the nomination and selection process. If the answer is "No," then board members need to roll up their sleeves and create reasonable expectations. Appropriately lightening the expectations of board members can energize individuals struggling to meet unrealistic expectations while creating new opportunities to groom promising committee members for future leadership roles.

Beyond solicitation, the question of leadership development needs to be discussed. What opportunities exist for leadership development? Are these planned as part of a continuum leading to leadership positions, such as chapter president? How does the chapter engage the interest of women and minorities in taking advantage of available leadership development opportunities? Are new potential leaders drawn into committee membership, guided in taking on committee chairperson positions and later encouraged to serve on the board of directors as a leadership development mechanism? Does the chapter use conferences and other chapter gatherings to attract and identify new potential leaders? The chapter board's answers to such questions and its subsequent planning in these areas have a direct impact on the pool of candidates available to the CCNLI for consideration.

The chapter board needs to adopt a broad leadership development and training program with special activities geared to recruitment of minority members and the encouragement of women and minority members to seek leadership positions of increasing responsibility. Much can be accomplished by working closely with membership recruitment, affirmative action, leadership development, the CCNLI, other relevant committees; and the executive director. National staff are available to provide consultation and technical assistance to chapter leaders as they work to move the chapter forward in this critical area.

### Chapter Assessment Questions

- Have the chapter board and the CCNLI developed nominating procedures to ensure that affirmative action goals are met each election? (REQUIRED/BOARD AND COMMITTEE)
- Do the chapter board members review the Chapter Affirmative Action Plan, the *Standards for NASW Chapters* (Sections IB, Nominations and Elections, and IC, Affirmative Action), and the *Standards for NASW Chapter Nominations and Elections* at least annually to prepare themselves to meet their responsibilities in this area? (REQUIRED/BOARD)
- In preparation for the nomination process, is the CCNLI provided with the following information: (REQUIRED/STAFF)
  - Historical analysis of size and geographical distribution of chapter branches represented on the chapter board of directors and CCNLI;
  - Copies of the *Standards for NASW Chapter Nominations and Elections*, the *Chapter Affirmative Action Plan*, and the *Standards for NASW Chapters* (Sections IB, Nominations and Elections, and IC, Affirmative Action), recent chapter annual affirmative action reports, the chapter's affirmative action goals for the current election year, and the chapter and national bylaws;
  - Lists of individuals nominated for election or appointment during the prior year;
  - Schools, programs, and departments of social work in the state accredited by the Council of Social Work Education or have achieved Step II toward accreditation; and a
  - List of positions to be slated for the next election.
- Do CCNLI members receive formal orientation and training on their role and responsibilities? (REQUIRED/BOARD, COMMITTEE AND STAFF)
- Do CCNLI members understand that their work may require several meetings, conference calls among themselves and contacts with chapter members and that the activities for which they are responsible commence July 1 and continue throughout the program year? (REQUIRED/BOARD, COMMITTEE AND STAFF)
- Do CCNLI members understand that they are responsible for the following activities: (REQUIRED/COMMITTEE AND STAFF)

- Outreach involving (a) contact of chapter leaders; chapter members; and schools, programs, and departments of social work in the local region to publicize the nomination process, positions available, eligibility for candidacy, and specific qualifications needed for positions and (b) distribution of nomination forms and timetables for the election process; and
- Publicity involving use of the chapter newsletter and website for soliciting nominations, announcing vacancies, and notifying the membership 30 days in advance of the date and time the CCNLI will meet to assemble the slate for the next election?
- Do newsletter articles and website identifying the positions open for the next election include an affirmative action analysis and affirmative action goals, along with the current geographical composition of the board of directors? (REQUIRED/STAFF)
- Do newsletter articles and website identify a specific cutoff date for receipt of nominations that sufficiently precedes the CCNLI meeting to allow for receipt and processing of recommendations, biographical fact sheets, agreements to be considered for nomination, and letters of confirmation? (REQUIRED/STAFF)
- Are CCNLI members and members of the chapter informed that the CCNLI is not restricted from considering any eligible member of the Association for nomination as a candidate for election, regardless of whether the member's name has been submitted for consideration, as the obligation of a CCNLI is to nominate the best possible candidates available for the elected positions open on a slate that meets the chapter's affirmative action goals and representational mandates? (REQUIRED/BOARD, COMMITTEE AND STAFF)

## The Selection Process

The selection process requires considerable time and attention to Association policies and procedures to ensure that the resulting slate meets the affirmative action goals and representational mandates of the chapter and Association standards. By the time the CCNLI begins the selection process, the nomination process should have been completed and all potential candidates screened and found to be eligible and interested. At this point the CCNLI must make very difficult decisions about the best match between nominees and positions. The confidential deliberations of Committee members are guided by the relation between the qualifications of the candidates and the expertise and skills needed by individuals holding various elective positions, along with the responsibility of the CCNLI to construct a slate that meets the chapter's affirmative action goals and representational mandates.

## STANDARD 5

### CCNLI MEETINGS

**The CCNLI shall meet at least once per year to conduct the selection process and to certify a preliminary slate to the secretary of the chapter board of directors.**

#### Interpretation

The work of the CCNLI may require several meetings to accomplish. The minimum requirement is that CCNLI members gather to engage in the complex deliberative process essential to the formulation of a preliminary slate meeting the chapter's leadership needs, affirmative action goals, and representational mandates. The chapter office - where necessary resources, such as the membership database, are readily available -- is the preferred location for these meetings.

#### Guidelines

The chapter board needs to provide the funds necessary for the CCNLI to do its work, such as expenses for travel to committee meetings, conference calls and for phone calls to solicit nominations and to invite members to become candidates for elective position. Also, it is important to distribute at meetings basic information materials about the chapter's nomination and election process and descriptions for specific elective positions and to send these to interested members. The goal of the nomination process is to gather a pool of members interested in being considered for elective position by the time the CCNLI meets to assemble the slate. The CCNLI may have more than one meeting during which members who they believe would make good candidates and might be interested are identified. The executive director is responsible for making information and technological resources available to the CCNLI and for responding to members' questions and expressions of interest. Simple form letters can be used to acknowledge receipt of nominations and biographical fact sheets and for other relevant contacts with members.

The appropriate use of nomination forms and biographical fact sheets is critical to the success of the CCNLI's selection process. There has been some misunderstanding of the appropriate use of these forms, especially the biographical fact sheet. The biographical fact sheet is designed to provide CCNLI members with the information they need to make decisions about an individual's qualifications for a particular position. It is not something that is sent to candidates simply to obtain information for use in the election process. The only information that is not needed for the initial work of the CCNLI is the position statement. Position statements are appropriately solicited after a nominee has been selected to become a candidate and are used in the election process in addition to the biographical fact sheet.

#### Chapter Assessment Questions

- Do CCNLI members gather at a central location, such as the chapter office, for the meeting during which they assemble the slate? (REQUIRED/BOARD AND COMMITTEE)

- When CCNLI members meet to assemble the slate, do they have easy access to the chapter's membership database and a telephone with which to contact potential candidates? (REQUIRED/COMMITTEE AND STAFF)
- By the time the CCNLI meets to assemble the slate, have all members identified through the nomination process been notified of their nomination for consideration (but not for a specific position), agreed to be considered, and submitted a biographical fact sheet? (REQUIRED/COMMITTEE AND STAFF)
- Has receipt of each nomination form and biographical fact sheet sent to the CCNLI been acknowledged to the sender in writing? (REQUIRED/COMMITTEE AND STAFF)

**STANDARD 6****DIVERSITY AND BALANCED REPRESENTATION**

**The CCNLI shall assemble a slate that will ensure that the elective leadership of the chapter represents all geographical areas and population concentrations covered by the chapter and provides a balanced membership group reflecting the minority, sex, and student distribution and the special interests of the members of the chapter (NASW Bylaws, Article XV, D.2.).**

Interpretation

The culture of the Association is rooted in the values of member access and representation in the governance process. These values are articulated in the Bylaws which forms the founding source for subsequent documents from the Association's *The Affirmative Action Program of The National Association of Social Workers* to the *Standards for NASW Chapters*. In its deliberations, the CCNLI needs to be mindful that "representation" is a very broadly defined mandate. The chapter's affirmative action goals are not a troublesome technical requirement; they are a tangible embodiment of the Association's most basic values.

Guidelines

It is the complexity created by the various representational mandates that makes assembling a slate so challenging. For this reason, it is not possible to recruit individuals to run for specific positions or to speculate about possible pairings too early in the nomination and selection process. CCNLI members must receive their charge from the board of directors and be oriented to the unique complexities of their task before any action can be taken. The work plan for the CCNLI is one that must be carried on throughout the program year and requires attention to both standards and procedures.

The chapter president, the CCNLI chairperson, and the executive director must work as a team to facilitate the timely and successful fulfillment of the CCNLI's responsibilities. Ultimate responsibility for the preliminary slate and final ballot rests with the chapter board of directors, who cannot accept a slate that fails to meet the chapter's affirmative action goals and representational mandates. This is why teamwork among the president, CCNLI chairperson, and executive director is so important. Consultation and technical assistance are available from national staff through the Chapter Services Department and the Affirmative Action Officer to assist chapter leadership in answering questions or providing interpretations of documents to prevent problems that may require election invalidation or other sanctions.

Chapter Assessment Questions

- Are members of the CCNLI aware that they are responsible for assembling a slate that will maintain representative balance among the chapter's elected leadership? (REQUIRED/BOARD AND COMMITTEE)
- Has the CCNLI been informed that this mandate derives from the NASW Bylaws? (REQUIRED/BOARD AND COMMITTEE)

- Do CCNLI members know that they must formally certify in writing to the secretary of the board of directors that the preliminary slate and the final ballot they have assembled meet the chapter's affirmative action goals and other representational requirements? (REQUIRED/BOARD AND COMMITTEE)
- Is the board of directors aware that it is ultimately responsible for ensuring that the preliminary slate and the final ballot assembled by the CCNLI meet the chapter's affirmative action goals and representational mandates? (REQUIRED/BOARD)
- Are CCNLI members aware that the affirmative action goals for the chapter are to have women and minorities represented in each of the following elected positions in at least the percentages they represent in the chapter membership: the board of directors, the CCNLI, and the delegates to Delegate Assembly? (REQUIRED/BOARD AND COMMITTEE)
- Do CCNLI members know that two 1-year positions on the board of directors are designated as student positions, one for a bachelor of social work candidate and one for a master of social work candidate? (REQUIRED/BOARD AND COMMITTEE)
- Does the CCNLI know that elections are to be slated so that at least one member of the board of directors is a person whose most current degree is a baccalaureate degree in social work? (REQUIRED/BOARD AND COMMITTEE)
- Do CCNLI members know the appropriate number of branch positions to be slated for each branch in each election? (REQUIRED/BOARD AND COMMITTEE)

## STANDARD 7

### SINGLE AND DOUBLE SLATING

**The CCNLI shall document reasonable efforts to select two candidates (double slate) for all statewide position and may select more than two, provided that the slate is assembled in such a way as to ensure that any combination of candidates receiving the largest number of votes will enable the chapter to meet its affirmative action goals and representative mandates.**

**Single slating for local chapter positions is allowed. This includes elections for regions, units, districts or branches for board or Chapter Committee on Nominations and Leadership Identification (CCNLI) positions. The slate, however, must ensure that the Affirmative Action goals for your chapter will be met.**

#### Interpretation

The Association strongly recommends that slates be composed of only two candidates per position for statewide positions. However, we recognize that it is not always possible to do so. The chapter may receive a waiver if it has demonstrated and documented efforts to comply with the standards. The chapter must consult with the appropriate national staff person before the waiver is granted by the Chapter Services Department.

Single slating for local chapter positions is allowed.

More than two candidates may be slated for a single position if this is done in such a way that all possible combinations of candidates receiving the largest number of votes enable the chapter to meet its affirmative action goals and representational mandates. It is important that the individuals receiving the largest number of votes -- and not formulas or adjustments applied after the election as a way of meeting affirmative action goals and other representational mandates -- determine the results of the election.

#### Guidelines

The Association is committed to member representation and to broad membership participation. Chapters experiencing problems in slating two candidates for statewide positions should evaluate their leadership development efforts and expectations for members in leadership positions to improve their pool of potential candidates. Consultation and technical assistance are available from national staff to assist in this process. Whereas some chapters may choose to select more than two candidates for a single position, most struggle to find two candidates who have the qualifications for the position and whose election will enable the chapter to meet its affirmative action goals and representational mandates. Slating more than two candidates has the appeal of giving voters more options and eliminating many of the difficult choices otherwise facing the CCNLI. The disadvantage is that more members who are qualified for the various positions need to be generated by the nomination process, and constructing the slate in

a manner that ensures that when the votes are tallied, the outcome will meet the chapter's affirmative action goals and representational mandates, becomes far more complex. Slating women against women and minorities against minorities is not required but is strongly recommended as the most practical way to ensure achievement of affirmative action goals. For local elections, such as branch chair or CCNLI representative, single slating is permissible and therefore does not require a waiver from the national office. However, the achievement of affirmative action goals must still be assured.

#### Chapter Assessment Questions

- Does the CCNLI make and document a reasonable effort to assemble slates with at least two candidates for each statewide position? (REQUIRED/COMMITTEE)
- When the CCNLI chooses to slate more than two candidates for a position, is the slating constructed in such a way that all possible combinations of candidates winning the election will enable the chapter to meet its affirmative action goals and representational mandates? (REQUIRED/BOARD AND COMMITTEE)
- Does the CCNLI slate women against women and minorities against minorities to ensure the achievement of affirmative action goals? (SUGGESTED/COMMITTEE)

## STANDARD 8

### BYLAWS COMPLIANCE

**The CCNLI shall assemble a slate of positions that adheres to the terms and conditions of office set forth in the chapter bylaws.**

#### Interpretation

All chapter bylaws must comply with the *NASW Model Chapter Bylaws*. This guide identifies required terms and conditions for positions common to all chapters. Chapters have some flexibility in that they may have additional positions, such as a Treasurer-Elect. The CCNLI must know and comply with the positions, terms, and other conditions in the bylaws of the chapter.

#### Guidelines

CCNLI members need to have and be familiar with several reference documents. In addition to the standards described herein, these references include the chapter bylaws, the *Standards for NASW Chapters*, the *Chapter Affirmative Action Plan*, and the *Affirmative Action Program of the National Association of Social Workers*. Board members invited to become candidates for another position on the board of directors, such as officer, need to be informed that, if elected, they must resign from the position originally held unless their term in that position expires on June 30th prior to the July 1st beginning of the term for the position to which they are newly elected.

#### Chapter Assessment Questions

- Are CCNLI members given copies of the chapter bylaws? (REQUIRED/STAFF)
- Is information on the specific terms and conditions relating to elective positions covered in the annual orientation for CCNLI members? (REQUIRED/BOARD AND COMMITTEE)
- Are CCNLI members aware of the limitation on the number of consecutive terms an individual may serve on the board of directors? (REQUIRED/COMMITTEE)
- Are CCNLI members alerted to the prohibition against individuals who are serving as elected chapter officers succeeding themselves in that officer position? (REQUIRED/COMMITTEE)
- Does the CCNLI monitor the selection process to ensure that no person holds more than one position on the chapter board of directors simultaneously? (REQUIRED/COMMITTEE)

**STANDARD 9**

**NOMINEE NOTIFICATION**

**Individuals selected by the CCNLI to become candidates for elective office are to be contacted by a CCNLI member who formally issues the invitation on behalf of the CCNLI.**

Interpretation

The process of issuing the formal invitation is important because it completes the selection process or, if the person has changed his or her mind and declines the invitation, prolongs it.

Guidelines

Contacting selectees needs to be done by telephone during a meeting and followed up with a letter from the Committee chairperson as written confirmation. It is important that CCNLI members know as soon as their deliberations are complete whether their selectees are still willing to become candidates. Delays will occur when a selectee cannot be reached or declines; in the latter case, alternates must be contacted. The selection process is not complete until the preliminary slate is assembled -- with all positions at least double slated -- and certifiable. CCNLI members need to make the calls. Notices to confirm the calls can be sent by staff using form letters signed by the CCNLI chairperson, but making the calls and issuing the invitation to candidacy is a governance function that is not appropriate to delegate to the executive director.

Chapter Assessment Questions

- Do CCNLI members call selectees and invite them to become candidates for specific positions?  
(REQUIRED/COMMITTEE)
- When the selection process is completed, is the certification-of-preliminary-slate form sent to the secretary of the board of directors, with two copies sent to the NASW Office of Chapter Services?  
(REQUIRED/COMMITTEE AND STAFF)
- Are non-selected nominees who submitted biographical fact sheets formally notified of their non-selection, thanked, and told that the information they submitted will be kept on file for consideration for elective and appointive positions in the future? (SUGGESTED/COMMITTEE AND STAFF)

**STANDARD 10**

**CONFIDENTIALITY**

**CCNLI deliberations are confidential. Other than candidate notification, the preliminary slate shall be kept confidential until officially announced by the secretary of the board of directors.**

Interpretation

CCNLI deliberations are always confidential, and the preliminary slate is announced officially at the same time as the petition process, in the chapter newsletter and website, to allow fair opportunity to all potential petitioners.

Guidelines

The secretary of the board of directors presents the preliminary slate to the board before publication so that the board can fulfill its oversight responsibility. Board members must determine that the slate will enable the chapter to meet its affirmative action goals and representational mandates with all possible combinations of candidates receiving the largest number of votes. This oversight function of the chapter board is critical if the chapter is to avoid invalidation of the election or application of more serious sanctions against the chapter for not meeting its affirmative action goals, representative mandates, or obligations to adhere to the required policies and procedures set forth in the *Standards for NASW Chapter Nominations and Election*.

Chapter Assessment Questions

- Are CCNLI deliberations kept confidential? (REQUIRED/COMMITTEE AND STAFF)
- Is the preliminary slate kept confidential until formally announced by the secretary of the board of directors? (REQUIRED/COMMITTEE AND STAFF)

## The Election Process

The election process includes the petition process, the campaign and issues surrounding endorsements, the timetable for ballot distribution and return, and the procedures that govern ballot counting and notification of candidates. Standards and required procedures in these areas serve the purpose of assuring members that elections are conducted by the chapter and individuals in positions of chapter leadership in a fair manner.

The following pages refer to chapter elections only. For standards on national elections and campaigning, please refer to NASW Election Standards and Procedures for National Leadership.

## STANDARD 11

### PRELIMINARY SLATE AND PETITION PROCESS ANNOUNCEMENT

**The secretary of the board of directors announces the preliminary slate and the petition process to the chapter members through publication in the chapter newsletter. The petition process allows members to add their name to the slate by submitting a petition to the CCNLI within 30 days of the announcement.**

#### **PETITION PROCESS REQUIREMENTS:**

- **For a statewide position, the petition must include signatures from at least 2% of the total number of chapter members with representation from each branch.**
- **For a branch position, the petition must include signatures representing 2% of the total number of branch members.**
- **The CCNLI must verify that petition signers are members of the Association, the chapter, and in the case of branch positions, the appropriate branch.**
- **The CCNLI must verify that the petition contains the number of eligible signatures required for the specific position for which it has been submitted.**

#### Interpretation

The announcement of the preliminary slate and the announcement of the petition process should be simultaneous to provide every member with a fair chance to exercise his or her right to petition. Petitions must be received in writing within 30 days following the announcement of nominated candidates and contain signatures as specified in the bylaws of the Association. The 2% numerical criterion for a successful petition standardizes the process within and among chapters. The actual number of members representing the 2% shall be determined by using the most recent database statistics provided by the national office.

#### Guidelines

The slate is preliminary until it has been published and distributed to the members and the 30 days allowed for petitions has passed. If there are no successful petitions, then the preliminary slate is certified as the final ballot. If a successful petition or petitions are made, then the slate is amended and certified as the final ballot. In preparation for a petition, it is important that the CCNLI determine a process for verifying signatures. This process may involve the CCNLI members' meeting and verifying signatures themselves from the chapter database or requesting staff assistance in conducting the verification and in specifying the way in which the results are to be documented for their review. When a member's name is added to the ballot by petition, that information may be included in the background material about candidates. Because it is important that the ballot give no potentially preferential

indication regarding one candidate over another, a petition candidate is not to be identified as such in any way on the ballot.

### Chapter Assessment Questions

- Does the newsletter and website announcement of the preliminary slate by the secretary of the board of directors include the petition process? (REQUIRED/BOARD AND STAFF)
- Are the numerical criteria for a successful petition readily available to interested members? (REQUIRED/COMMITTEE AND STAFF)
- Do CCNLI members know that they are responsible for the receipt and verification of petitions? (REQUIRED/BOARD AND COMMITTEE)
- Are members of the CCNLI aware that on completion of the petition process they must certify the final ballot in writing to the secretary of the board of directors and send two copies to the NASW Office of Chapter Services? (REQUIRED/BOARD AND COMMITTEE)
- Are the CCNLI and staff aware that when a slate is amended by petition, the CCNLI may identify the petitioner in the background and position statement but no such indication is to appear on the actual ballot? (REQUIRED/COMMITTEE AND STAFF)

## STANDARD 12

### CAMPAIGN ETHICS

**A campaign for election shall be conducted in keeping with the standards of the profession as articulated in the NASW Code of Ethics. A candidate shall conduct him/herself in a manner that is professional. A candidate will, in no case, speak against an opponent or disparage the opponent in any way.**

#### Interpretation

The key here is that the chapter should have a process by which members, candidates, and new staff are informed of the election process. The chapter and candidates should ensure that the optimal level of standards are followed for all elections and adherence to the NASW Code of Ethics.

#### Guidelines

Chapters should ensure that all campaign information is distributed to all candidates. The formal letter to individuals from the CCNLI chairperson acknowledging their candidacy for a specific position can include the ground rules for the campaign and election process. This information can also be included in a separate article in the chapter newsletter and placed on the chapter website that announces the preliminary slate. As the nomination and selection process draws to a close, the executive director should orient other staff members to appropriate methods of responding to inquiries and requests regarding the election.

With respect to campaign financing by the candidates, chapters should be aware that the Association has a \$2,000 cap on spending by candidates in national and chapter elections.

#### Chapter Assessment Questions

- Has the campaign information been distributed to board members and discussed at a board meeting? (REQUIRED/BOARD AND STAFF)
- Has the campaign information been distributed to all candidates for election? (STAFF)
- Has campaign information been published in the chapter newsletter and placed on the chapter website? (STAFF)
- Has the chapter set a campaign spending limit? (BOARD)

## STANDARD 13

### CAMPAIGN ENDORSEMENTS

**Candidates may seek members to endorse their candidacy and announce endorsements as means of providing evidence of qualifications for a position and support for their candidacy.**

**Candidates must obtain clear and specific written permission to use the name of any person as an endorser and must explain to the endorsing person the exact manner in which the endorser's name will be used orally or in writing. The current elected or appointed NASW position of an endorser shall not be mentioned in any endorsement statement or list of endorsers. Current members of the National and Chapter Committee on Nominations and Leadership Identification, the national and chapter board, national and chapter staff are prohibited from endorsing any candidates or giving the appearance of endorsing candidates. Units of the chapter (e.g. committees or commissions, etc.) are also prohibited from endorsing candidates or giving the appearance of endorsing candidates.**

#### Interpretation

Chapters and chapter sub units may not endorse or support candidates for elective positions in either chapter or national elections. It is essential that all candidates receive equal treatment from the chapter.

#### Guidelines

Current members of the National and Chapter Committee on Nominations and Leadership Identification, chapter board, national and chapter staff and chapter sub units may not endorse or support candidates for elective positions.

#### Chapter Assessment Questions

- Are all chapter members informed that any member of the Association (except members of CCNLI, national and chapter boards, and national and chapter staff) may endorse candidates for chapter elective positions, provided that such endorsements are personal, and may not identify any chapter positions previously or presently held by the endorser? (REQUIRED/COMMITTEE AND STAFF)
- Is the chapter board of directors aware that the chapter and its sub units cannot endorse any candidates for an elective position? (REQUIRED/BOARD)

**STANDARD 14**

**CAMPAIGN MATERIALS**

**Campaign materials must be in keeping with the professional nature of the organization. Normally, the content of materials will be limited to a picture of the candidate, a statement of positions, a listing of credentials and qualifications, and names of endorsers. Materials should not include comments regarding an opposing candidate.**

Interpretation

Campaign materials should include information on the candidate submitting the information. There should not be any references to an opposing candidate.

Guidelines

Information on campaign materials should be included in the ground rules for the campaign and election process. Chapter staff should proofread any campaign information submitted to ensure that the guidelines are met.

Chapter Assessment Questions

- Is this information included in the ground rules for campaign and election process.  
(REQUIRED/COMMITTEE/BOARD AND STAFF)
- Are staff members proofreading campaign materials sent for publication by candidates?  
(SUGGESTED/STAFF)

## STANDARD 15

### THE USE OF NASW MATERIALS AND CHAPTER RESOURCES

**NASW resources including the Association name, letterhead, staff, time, postage, email, faxes, etc., may not be expended for the purpose of supporting one candidate over another.**

**The use of NASW newsletters and websites to report the candidacy of chapter members and electoral area candidates is encouraged, provided that:**

- (1) The report is included as a news article or an announcement in the regular chapter publication and placed on the website.**
- (2) The candidacy of all chapter and electoral area candidates is reported.**
- (3) The candidates' opponents are informed at least two weeks in advance of the deadline for receipt of copy so that they may insert material of their own if they wish. The names of the opposing candidates shall be included in the article or announcement whether or not the opponent submits material to be included in the article.**

**Mailing lists (including email address) of members may be sold to candidates either by national or by chapters, at the usual and customary fee as long as the request (for labels, etc.) meet all other mailing list request policies.**

**NASW resources such as telephone trees and special interest networks may be used to encourage members to vote if they are used impartially, but not to endorse candidates or give the appearance of endorsing candidates.**

**Listservs may be used to encourage members to vote and to dialogue with/or about candidates, but not to endorse specific candidates.**

**NASW postal permits are not permitted to be used by candidates or on behalf of candidates.**

**Chapter Executive Directors, Chapter Presidents, CCNLI Chairs and candidates share responsibility for ensuring that association resources are used appropriately.**

**Promotion, other than the above, of any candidate should be available only at private cost *not to exceed* \$500 (including advertising space, cost of mailing, mailing lists, etc.). Every advertisement should include the statement "This is not to be construed as an endorsement by the association of an individual."**

#### Interpretation

The key here is to ensure that NASW resources utilized during the election process cannot give a candidate an unfair advantage over another candidate.

### Guidelines

The use of association newsletters to report the candidacy of chapter members and electoral area candidates is encouraged provided that:

- The report is included as a news article or an announcement in the regular association publication.
- The candidacy of all chapter and electoral area candidates is reported.
- The candidates' opponents are informed at least two weeks in advance of the deadline for receipt of copy so that they may insert material of their own if they wish. The names of the opposing candidates shall be included in the article or announcement whether or not the opponent submits material to be included in the article.

### Chapter Assessment Questions

- Are board of directors and the executive director aware that chapter resources cannot be used for the purpose of supporting one candidate over another? (REQUIRED/BOARD AND STAFF)
- Are candidates and the executive director aware that mailing lists and address labels of members provided to candidates by either the national office or the chapter must be provided at the usual and customary fee and meet all other mailing list and label request policies? (REQUIRED/COMMITTEE AND STAFF)
- Are candidates and the executive director aware that chapter postal permits cannot be used by candidates or on behalf of candidates for chapter or national elections? (REQUIRED/COMMITTEE AND STAFF)
- Are candidates and the executive director aware that the candidacies of chapter members can be reported in the chapter newsletter and on the chapter website, provided that (1) all candidates for the position mentioned are informed at least two weeks in advance of the deadline that they may submit their own copy if they wish and (2) the names of all candidates for each position mentioned appear in the article, regardless of the content of materials submitted by candidates. (REQUIRED/COMMITTEE AND STAFF)

**STANDARD 16**

**PERSONAL APPEARANCES**

**In keeping with the policy that Chapters may not endorse candidates, candidates for the same office must be offered equal access to chapter functions. If a candidate requests or is invited to appear or speak at a chapter function in the capacity of a candidate, the same access must be actively offered to opposing candidates. In the event that the opposing candidates cannot appear, they must be offered the opportunity to submit a written statement of an appropriate length to be read by a member of his/her choice or presented in written form at the same occasion.**

Interpretation

Chapters should ensure that candidates receive equal access to chapter functions.

Guidelines

Chapters should ensure that all candidates are aware of upcoming chapter functions during the election process. The presence of the candidates and/or campaign information at chapter functions may go a long way towards involving members in the process and subsequently increase the voting percentage of the chapter. Candidates should notify the chapter of their pending appearance or distribution of campaign material so that the chapter may notify the opposing candidate. A candidate should not appear unannounced nor should anyone else appear to speak and or distribute campaign material on behalf of the candidate without first notifying the chapter office.

Chapter Assessment Questions

- Have candidates been notified of upcoming chapter functions? (REQUIRED COMMITTEE AND STAFF)
- Have candidates informed the chapter of their intentions for attendance at upcoming chapter events? (REQUIRED CANDIDATES)
- Are candidates notified when their opponent(s) plans to campaign at chapter functions? (REQUIRED/COMMITTEE AND STAFF)

**STANDARD 17**

**CAMPAIGN MONITORING AND ACCOUNTABILITY**

**The CCNLI has the responsibility of monitoring campaign activities. A request for a review of a complaint of a potential or alleged election practice violation can be made by any member or unit of the Chapter. In the event of such a request (or complaint), the Chair will immediately inform the Committee. If the Committee concludes that a violation is likely, the CCNLI will notify the Chapter Board President and the Chapter Services Department.**

Interpretation

The role and responsibility of the CCNLI is to monitor the election process. Questions should be directed to the Chapter Services Department for clarification and interpretation.

Guidelines

A request for a review of a complaint of a potential or alleged election practice violation can be made by any member or unit of the Chapter. In the event of such a request (or complaint), the Chair will immediately inform the Committee. The request or complaint must be in writing and signed by a member in good standing in the chapter. If the Committee concludes that a violation is likely, the CCNLI Chair will notify the Chapter Board President the Chapter Executive Director and the Chapter Services Department. Sanctions may be applied.

Chapter Assessment Questions

- Have procedures for monitoring the election process been developed? (REQUIRED/COMMITTEE/BOARD/STAFF)
- Did the CCNLI Chair receive the request or complaint in writing? (REQUIRED/CCNLI CHAIR)
- Did the CCNLI Chair notify the committee, Chapter President and Executive Director? (REQUIRED/CCNLI CHAIR)
- If a violation is likely, has the Chapter Services Department been notified? (REQUIRED/CCNLI CHAIR/CHAPTER EXECUTIVE DIRECTOR AND CHAPTER SERVICES DEPARTMENT)
- Have the candidates been notified to contact the CCNLI Committee in references to inquiries involving the election? (REQUIRED/COMMITTEE/STAFF)

**STANDARD 18**

**VIOLATIONS**

**The CCNLI shall determine whether a violation has occurred and, if so, whether the violation is of major or lesser degree in consultation with the Chapter Services Department. The determination of whether a major violation has occurred will be based on the following:**

**Degree of departure from the guidelines**

- **Degree of harm to the opposing candidacy**
- **Closeness of the election**
- **Relationship between the departure/violation and the election results.**

Interpretation

A determination of the nature of any violations and to appropriate resolution should be made expeditiously.

Guidelines

A violation might be deemed “major” if it clearly involved a knowing, willful and deliberate disregard of the guidelines, disregard of generally accepted notions of fairness, or a violation of ethical standards. In such instances, the candidate’s behavior rather than its impact on the election would be the prime consideration. “Lessor” or “minor” violations would include technical and inadvertent breaches of the guidelines, which in the opinion of the CCNLI had little or no effect on the outcome of the election.

Chapter Assessment Questions

- Has the Chapter Services Department been notified for consultation?  
(REQUIRED/COMMITTEE/STAFF)
- Are resolutions quickly determined and communicated to appropriate persons? (REQUIRED/COMMITTEE AND STAFF)
- Has CCNLI taken steps to ensure confidentiality of committee deliberations? (REQUIRED/COMMITTEE)

**STANDARD 19**

**CAMPAIGN SANCTIONS**

**If a violation is found to have occurred, the CCNLI will report this to the Chapter Board of Directors and in consultation with the Chapter Services Department will report on whatever sanction(s) or other actions the CCNLI has taken. In the event of a finding of “major violation, the CCNLI may determine that the candidate should be disqualified from assuming office or other appropriate actions.**

Interpretation

The CCNLI will consult with the Chapter Services Department in the determination of sanctions or other appropriate actions.

Guidelines

In the event of a finding of “major” violation, the CCNLI may determine that the candidate be disqualified from assuming office. Upon consultation with the Chapter Services Department and other appropriate national staff, the CCNLI Chair shall communicate the decision to the Board President and to the candidate. If no appeal is filed within 15 days of the date of the notice of sanction(s), then sanction(s), if any should apply.

Chapter Assessment Questions

- Are procedures established for the determination of election violations?  
(REQUIRED/COMMITTEE/STAFF)
- Is CCNLI Chair aware that he/she or his/her designee may look into matters affecting the election?  
(REQUIRED/COMMITTEE)
- Has the Nation Chapter Services Department been consulted on alleged campaign violations?  
(REQUIRED/COMMITTEE/STAFF)
- Are CCNLI members aware that they are to discuss election matters and report their determinations and actions to the chapter board? (REQUIRED/COMMITTEE/STAFF)

**STANDARD 20**

**APPEAL OF DECISION AND/OR SANCTIONS**

**Any party found in violation of the standards may present an appeal to the CCNLI within 15 days of the date of the notice of sanction(s). The appeal shall be presented in writing and sent by certified mail to the Chapter President and state why the decision should be modified. In the event that the Chapter President was a candidate in the election that is challenged, the Chapter Vice President or another officer shall act in place of the President.**

**The Executive Committee shall consider the appeal at its next regularly scheduled meeting or earlier if warranted. The Executive Committee may request further information from the candidate(s), from the chapter, from the CCNLI or from any other person, but need not do so if the file information on hand is sufficient for its purposes. The Executive Committee may uphold the CCNLI action or grant the appeal in whole or in part. The decision of the Executive Committee on the matter shall be final**

Interpretation

In the event of sanctions, a process for appeal of decisions of the CCNLI is established..

Guidelines

The appeal may be considered by the Chapter Executive Committee within the designated timeline.

Chapter Assessment Questions

- Was the appeal received within the established timelines? (REQUIRED/CCNLI/PRESIDENT)
- Is the meeting of the Executive Committee scheduled as soon as possible? (REQUIRED/PRESIDENT)
- Is the decision of the Executive Committee forwarded to the candidate(s)? (REQUIRED/PRESIDENT/STAFF)

## STANDARD 21

### ELECTION CERTIFICATION AND BALLOT DISTRIBUTION

**To be valid, chapter elections must be certified by the CCNLI in consultation with the Chapter Services Department. The ballot must be mailed to all eligible chapter members by May 15. The chapter must allow at least three weeks for members to vote and return ballots, and the ballots must meet all the requirements for format, content, process and confidentiality established in the *Standards for NASW Chapter Nominations and Elections***

#### Interpretation

Chapter elections are not subject to challenge when there is documentation that the chapter adhered to the standards for process, procedures, timelines, and confidentiality, as established by text or referenced in the *Standards for NASW Chapter Nominations and Elections*. When ballots are mailed in chapter newsletters, care should be taken to ensure that ballots are not included in newsletters mailed to nonmembers.

#### Guidelines

The purpose is to ensure that the election process is carried out consistent with the standards.

#### Chapter Assessment Questions

- Are chapter elections conducted by mail? (REQUIRED/BOARD, COMMITTEE AND STAFF)
- Is the final ballot certified by the CCNLI to the secretary of the board of directors? (REQUIRED/COMMITTEE)
- Are ballots mailed only to chapter members and to their address in the Association's official membership list? (REQUIRED/STAFF)
- Has the chapter established procedures for eliminating nonmembers from the list used to mail ballots to ensure ballot security? (REQUIRED/STAFF)
- Has the chapter established procedures to ensure the integrity of ballots with respect to the elective positions for which voting is by branch, that is, branch representative and branch CCNLICCNLI representative? (REQUIRED/STAFF)
- Do all ballots include a return address designated by the board of directors and the deadline for receipt by the CCNLI? (REQUIRED/BOARD AND STAFF)

**STANDARD 22**

**ELECTION DETERMINATION**

**Election of candidates to office shall be by a plurality of the total votes cast (*NASW Bylaws, Article IX.C.3.*).**

Interpretation

The Association does not use runoff elections. The candidate for a position is elected to that position simply by receiving the largest number of votes cast for that position.

Chapter Assessment Questions

- Has the CCNLI developed procedures to verify the ballots, using members' signatures in such a way as not to violate their right to confidentiality, and to tally the final results? (REQUIRED/COMMITTEE)
- Is the CCNLI aware that the candidate receiving the largest number of votes cast for a position is elected to that position regardless of the total number of candidates or votes? (REQUIRED/COMMITTEE)
- Are candidates for all positions notified of the results of the election before the results are publicized? (REQUIRED/COMMITTEE)
- Does the CCNLI certify the vote tally for all elective positions to the secretary of the board of directors? (REQUIRED/COMMITTEE)
- Does the CCNLI furnish each candidate with the vote totals for his or her specific position? (REQUIRED/COMMITTEE)
- Does the secretary of the board of directors announce to the membership the names and positions of the newly elected members in the chapter newsletter, noting that the positions become effective July 1? (REQUIRED/BOARD AND STAFF)
- Has a copy of the election certificate been forwarded to the Chapter Services Department? (BOARD/STAFF)

**STANDARD 23  
ELECTION TIES**

**When all votes have been tallied by the CCNLI and there is a tie, the winner shall be determined by a coin toss in the presence of the candidates (or their designees), under the supervision of the CCNLI, with the chairperson or her or his designee calling the toss.**

Interpretation

The coin toss solution is an expedient one, sparing both the candidates and the chapter the burden of a second election.

Guidelines

CCNLI should ensure that chapter boards and candidates involved are aware of the procedures.

Chapter Assessment Questions

- Does the CCNLI supervise implementation of the coin toss solution in the presence of the affected candidates or their designees? (REQUIRED/COMMITTEE)

# SPECIAL SITUATIONS

**STANDARD 24**

**SPECIAL ELECTIONS**

**All special elections shall adhere to the same standards as regular elections for processes, procedures, timelines and confidentiality.**

Interpretation

From time to time, chapters need to hold special elections because a person in the president-elect position resigns, a double slate is not secured in time for the regular election, or the regular election is invalidated. When this occurs, the resulting special election is to be conducted in exactly the same manner as a regular election, including the petition process, with appropriate modification of dates specifically identified in *Standards for NASW Chapter Nominations and Elections*.

Guidelines

Chapter are to be aware of situations that require special elections and should consult with the Chapter Services Department.

Chapter Assessment Question

- Are the board of directors and the CCNLI aware that all special elections need to meet the same standards as regular elections for processes, procedures, timelines (except for the May 1 deadline for receipt of ballots by members), and confidentiality? (REQUIRED/BOARD, COMMITTEE AND STAFF)
- Has the Chapter Services Department been consulted? (REQUIRED/CCNLI/STAFF)

## STANDARD 25

### WAIVERS

**To be eligible for a waiver from any of the standards and requirements, a chapter must have demonstrated and documented its efforts to comply with the standard, and sought consultation and technical assistance from the appropriate national staff. The chapter must submit a formal request for waiver in writing to the Chapter Services Department, which has been designated by the National Board of Directors to act on these matters, before the CCNLI certifies the chapter's preliminary ballot to the secretary of the chapter board of directors.**

#### Interpretation

The best interests of the Association are served by preventing problems in the nomination and election process. The purpose of this standard is to assure the National Board of Directors that every avenue of resolution has been pursued prior to requesting a waiver from the *Standards for NASW Chapter Nominations and Elections*. Chapters choosing to proceed with elections that are subsequently invalidated for failure to adhere to these standards are not eligible to petition the National Board of Directors for a waiver retroactively.

#### Guidelines

The CCNLI, the board of directors, or the executive director needs to contact the NASW Office of Chapter Services as questions and issues arise. The earlier consultation and technical assistance can be provided to the chapter, the greater the opportunities are to prevent problems from progressing to the point at which sanctions are warranted. A smooth nominations and election process that adheres to the standards and is accomplished on schedule is a goal that is in everyone's best interest.

#### Chapter Assessment Questions

- Is the CCNLI informed about the availability of consultation and technical assistance from national staff regarding interpretation of standards and the conduct of the nominations and elections process? (REQUIRED/BOARD AND COMMITTEE)
- Are the board of directors and the CCNLI aware that to be eligible for a waiver from the Standards for NASW Chapter Nominations and Elections, the chapter must seek consultation and technical assistance from the appropriate national staff and submit a request for waiver in writing prior to the CCNLI's formal certification of the preliminary ballot? (REQUIRED/BOARD, COMMITTEE AND STAFF)

## STANDARD 26

### VACANCIES IN ELECTIVE POSITIONS

**Except for the positions of president-elect and president, all vacancies for chapter elective positions are to be filled through the board of directors' appointment of a person to serve until the term expires. The board of directors shall adopt a policy specifying that in the event of vacancy in the position of president-elect, either the position shall be offered to the candidate receiving the next largest number of votes in the election or the position shall be filled through a special election. When a vacancy occurs and the board of directors has not established a policy prior to the position becoming vacant, the chapter should contact the Chapter Services Department for consultation. When a vacancy occurs in the position of president, the position shall be filled by the vice president, who shall serve until the term expires, except in the event that no election for the position of president-elect was held before July 1 (causing the vacancy in the position of president), in which case the vice president shall serve until a special election for the position of president is completed.**

#### Interpretation

The board of directors is responsible for filling vacancies in elective positions; however, special rules apply for the president and president-elect positions. Provision is made for the rare instance in which a chapter has no president on July 1, as a result of no election for that position being held. (For filling vacancies in the position of delegate to Delegate Assembly, see Standard 27.)

#### Guidelines

The board of directors may have policies regarding how decisions about these appointments are made, such as soliciting recommendations from the CCNLI; always offering a vacant position to the candidate receiving the next largest number of votes; or in the case of a branch representative position, soliciting recommendations from leadership in that branch. In filling vacancies, as in filling positions in elections, it is critical that the board attends to the affirmative action goals and representational mandates of the chapter.

#### Chapter Assessment Questions

- Is the board of directors aware of their responsibility to appoint members to fill vacant elective positions and the special rules that apply to the positions of president and president-elect? (REQUIRED/BOARD)
- Does the board of directors have policies guiding the process by which they fill vacancies? (SUGGESTED/BOARD)

**STANDARD 27**

**DELEGATE ASSEMBLY**

**Delegates are elected to three-year terms beginning July 1, to serve two years before and the year of the Delegate Assembly. The number of delegates to which a chapter is entitled may vary from Assembly to Assembly on the basis of a formula determined by the Assembly itself.**

**All chapters are represented by at least president-elect respectively, when those positions are filled. Delegations from chapters entitled to three or more delegates must comprise a balanced representation of all geographic areas and population centers of the chapter (*NASW Bylaws, Article V, Section E. 2.*).**

**There is no position of "delegate" on a chapter board of directors, but board members may run as delegates and, if elected, serve in both positions.**

Interpretation

The position of delegate to Delegate Assembly is unique. The number of delegates is not determined by the chapter, delegates serve one year longer than other elective positions, and the position of delegate is not a position on the board of directors. As a delegation, the delegates are to be geographically representative of the chapter. This requirement cannot be met by chapters with only two delegates because delegate status is automatically assigned to the chapter president and the president-elect. The requirement for geographical representation is applicable in all cases in which the chapter elects delegates, alternates, or both.

Guidelines

The chapter needs to address the unique circumstances that apply to delegates to the Delegate Assembly when orienting new members of the board of directors and CCNLI. Chapters with a sufficient number of delegates to hold elections for that position may want to elect alternates in sufficient number to ensure that all delegate positions can be filled and that affirmative action goals can be maintained. Chapters may choose to meet the requirement for geographical representation by slating candidates from the same branch against each other in a statewide election or by electing delegates by specific branch, depending on the number of chapter branches and the chapter's delegate entitlement.

As in all selection processes, CCNLI shall select at least two candidates (double slate) for each delegate position. Grouping numerous candidates together for more than one delegate position and instructing the chapter membership to vote for a designated number of candidates greater than one is not permitted.

### Chapter Assessment Questions

- Is the CCNLI aware that a delegate's term is three years? (REQUIRED/COMMITTEE)
- Is the CCNLI aware that a delegate's term begins July 1, two years prior to the Delegate Assembly? (REQUIRED/COMMITTEE)
- Are the board of directors, the CCNLI, and the candidates aware that delegates do not serve on the board of directors? (REQUIRED/BOARD AND COMMITTEE)
- Is the CCNLI informed that the first delegate is the chapter president and the second delegate or guaranteed alternate, whichever applies in a particular chapter, is the president-elect during years when the chapter has a president-elect? (REQUIRED/COMMITTEE)
- Is the board of directors aware that all delegates and alternates must have stood for election as delegates, except the president and the president-elect, who are delegates by virtue of delegate status being assigned to those elective positions? (REQUIRED/BOARD)
- Is the board of directors aware that in the event of a vacancy in the position of delegate, the rules of appointment require adherence to the following order in filling the position: (1) elected alternates, (2) unsuccessful delegate candidates, (3) board members, (4) CCNLI members, and (5) elected committee chairpersons? (REQUIRED/BOARD)
- Do members of the board of directors know that when making appointments to fill vacant delegate positions, the affirmative action goals and representational mandates of the chapter need to be maintained? (REQUIRED/BOARD)

**STANDARD 28**

**QUALIFIED PROSPECTS' ROSTER**

**The CCNLI is responsible for maintaining a roster of qualified prospects for the chapter president and board of directors to consider in filling elective vacancies and appointive positions at the committee - task force - liaison level.**

Interpretation

The CCNLI needs to keep a list of qualified individuals who have been identified through the nominations and selection process but who are not currently in an elective position. This list is a valuable resource to the president and the board of directors, who have an ongoing need to fill a wide range of appointive positions within the chapter.

Guidelines

These lists of prospects can be used by the CCNLI in future nominations and elections. Individuals previously nominated can be recruited for positions in the future.

Chapter Assessment Questions

- Does the CCNLI maintain a list of qualified prospects for appointment by the president and the board of directors to fill vacancies in elective positions and other appointive positions? (REQUIRED/BOARD AND COMMITTEE)
- Does the CCNLI work with the National Committee on Nominations and Leadership Identification to identify a similar leadership roster for national elections and appointments? (SUGGESTED/COMMITTEE)

# SECTION THREE

## **CHAPTER NOMINATIONS/APPOINTMENTS**

### **BIOGRAPHICAL FACT SHEET**

#### **INSTRUCTIONS**

The information requested will be used in making nominations for elected and/or appointed positions. The information is essential for the careful consideration of a nominee. Please complete and be specific in your responses.

- ❖ **Nominations for chapter positions should be completed and mailed to the Chapter Office**
- ❖ **Deadline:** \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
Member ID Number

## NOMINATIONS/APPOINTMENTS BIOGRAPHICAL FACT SHEET

_____ Last Name	_____ First Name	_____ Middle Initial(s)
_____ Prior Name if different from above	_____ Chapter	_____ Region
_____ Job Title	_____ Place of Employment & Address	_____ City/State/Zip Code
_____ Preferred Mailing Address	_____ City	_____ State
		_____ Zip Code
_____ E-mail Address	[_____] _____ Business Phone	[_____] _____ Home Phone
[_____] _____ Business Fax	[_____] _____ Home Fax	

**POSITION (S) SOUGHT:** Please rank in order three (3) positions that you are willing to be nominated for with one being your first choice.

1. \_\_\_\_\_ 2. \_\_\_\_\_  
3. \_\_\_\_\_

If we are unable to slate you for the above position(s) would you be willing:

to be slated for any other position? YES  NO

to be appointed to any other position YES  NO

If "Yes" please list

---

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### PROFESSIONAL HISTORY

Highest social work degree \_\_\_\_\_  
BSW, MSW, Ph.D., DSW etc.

Year earned \_\_\_\_\_

Other professional degree(s) \_\_\_\_\_

Year earned \_\_\_\_\_

College/School of Social Work

\_\_\_\_\_  
Specify

**Students:** Indicate degree sought and year of anticipated graduation. \_\_\_\_\_  
Degree Year

License: specify \_\_\_\_\_  
State Date Type No Licensure in State

Social work credential(s) \_\_\_\_\_  
 (Specify) ACSW, DCSW, QCSW, SSWS

**NASW CHAPTER LEADERSHIP HISTORY** To your knowledge, what is the person most interested in doing within the Chapter. Please identify all positions for which you believe the nominee is qualified and in which he/she may be interested. If the individual has prior NASW Leadership experience, please designate the year(s) of service.

**ELECTED AND APPOINTED POSITIONS**

**YEAR(S)**

- President** \_\_\_\_\_
- Vice President** \_\_\_\_\_
- Secretary** \_\_\_\_\_
- Treasurer** \_\_\_\_\_
- Board Member** \_\_\_\_\_
- Member-at-large** \_\_\_\_\_
- Delegate Assembly** \_\_\_\_\_
- Unit Representative** \_\_\_\_\_
- Unit Chair** \_\_\_\_\_
- MSW Student Representative** \_\_\_\_\_
- BSW Student Representative** \_\_\_\_\_
- Committee on Nominations and Leadership Identification** \_\_\_\_\_
- Committee Chair** \_\_\_\_\_
- Committee Member** \_\_\_\_\_
- Other:** \_\_\_\_\_

**OTHER LEADERSHIP EXPERIENCE RELEVANT TO THE POSITION SOUGHT:**

Organization	Position Title/Role	Year(s)
_____	_____	_____
_____	_____	_____

Do you have experience speaking to the media? YES  NO

Do you have experience as a public elected official? YES  NO

If yes please specify \_\_\_\_\_  
Federal, State, or Local /Title and Term

Have you ever or do you have pending:	Adjudication for unethical practice?	YES $\theta$	NO $\theta$
	Licensure or certificate disciplinary proceedings?	YES $\rho$	NO $\rho$

If "Yes" please explain and provide dates:

Applicant's Name \_\_\_\_\_

Member ID Number \_\_\_\_\_

**SOCIAL WORK EXPERTISE** Please enter one (1) and two (2) in each section:

**Primary and Secondary Practice:**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Aging                | <input type="checkbox"/> Criminal Justice | <input type="checkbox"/> Occupational SW/EAP |
| <input type="checkbox"/> Alcohol/Drug Abuse   | <input type="checkbox"/> Health           | <input type="checkbox"/> School Social Work  |
| <input type="checkbox"/> Child/Family Welfare | <input type="checkbox"/> Mental Health    | <input type="checkbox"/> Other _____         |
- Specify

**Primary and Secondary Function:**

- |   |  |                                      |
|---|--|--------------------------------------|
| <input type="checkbox"/> Administration/Management  | <input type="checkbox"/> Research/Policy Development | <input type="checkbox"/> Teaching    |
| <input type="checkbox"/> Community Organizing       | <input type="checkbox"/> Supervision                 | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Clinical / Direct Practice | <input type="checkbox"/> Training                    |                                      |
- Specify

**Primary and Secondary Work Focus:**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> AIDS/HIV                       | <input type="checkbox"/> Grief/Bereavement              | <input type="checkbox"/> International            |
| <input type="checkbox"/> Conflict Resolution            | <input type="checkbox"/> Health                         | <input type="checkbox"/> Violence/Victim Services |
| <input type="checkbox"/> Development/Other Disabilities | <input type="checkbox"/> Housing                        | <input type="checkbox"/> Other _____              |
| <input type="checkbox"/> Employment Related             | <input type="checkbox"/> Income Maintenance             |   |
| <input type="checkbox"/> Family Issues                  | <input type="checkbox"/> Individual/Behavioral Problems |   |
- Specify

**Organizational Type:**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Academic                 | <input type="checkbox"/> Federal, Military    | <input type="checkbox"/> State Government     |
| <input type="checkbox"/> For-profit               | <input type="checkbox"/> Federal, Nonmilitary | <input type="checkbox"/> Private Practitioner |
| <input type="checkbox"/> Private (Not-for-profit) | <input type="checkbox"/> Local Government     |   |

Languages other than English used in practice \_\_\_\_\_

**TO BE COMPLETED BY APPLICANT ONLY**

OPTIONAL: The following information is requested to assist NASW in achieving the bylaws mandate to have its leadership positions representative of the membership. NASW cannot guarantee confidentiality of this information, though it is intended for internal use only.

Race/Ethnicity (check all that apply)

- |  |   |
|--|---|
| <input type="checkbox"/> African American (Not Hispanic in Origin) | <input type="checkbox"/> Other Hispanic/Latino          |
| <input type="checkbox"/> American Indian/Native Alaskan            | <input type="checkbox"/> Puerto Rican                   |
| <input type="checkbox"/> Asian American/Pacific Islander           | <input type="checkbox"/> White (Not Hispanic in Origin) |
| <input type="checkbox"/> Chicano/Mexican American                  | <input type="checkbox"/> Other _____                    |

Specify

Gender:             Female             Male

Sexual Orientation:     Heterosexual         Gay Male             Lesbian             Bisexual

## CERTIFICATION OF PRELIMINARY SLATE\*

As chair of the \_\_\_\_\_ Chapter Committee on Nominations and Leadership Identification, I hereby certify that the following preliminary slate contains all the positions that are scheduled to become vacant on June 30, \_\_\_\_\_, and that all possible combinations of candidates receiving the largest number of votes in the election will enable the chapter to meet its affirmative action goals and representational mandates.

List all positions and candidates and include the relevant affirmative action and representational information on each candidate.

\_\_\_\_\_  
CCNLI Chairperson

\_\_\_\_\_  
Date

Original form goes to secretary of chapter board of directors, with two copies sent to NASW Chapter Services Department.

**\*REQUIRED**

**ANNOUNCEMENT OF PRELIMINARY SLATE\***

The \_\_\_\_\_ Chapter of the National Association of Social Workers is pleased to announce the candidacy of the following members for the positions indicated. The Chapter Committee on Nominations Leadership Identification (CCNLI) has certified that the slate meets all of the chapter's affirmative action goals and representational mandates.

Members wishing to have their name added to the ballot by petition have 30 days from the date of this mailing to submit a petition. To be successful, a petition for a position elected by the membership statewide must include the signature and the printed legal name of \_\_\_\_\_ of \_\_\_\_\_ members, 5% of the total chapter membership as of \_\_\_\_\_, the most recent update of the chapter's membership database by the national office. For a branch position, signatures of 5% of the total number of members of the branch are needed. These numbers can be obtained on request from the chapter office. Official petition forms are available from the chapter office and questions about the petition process may be addressed to \_\_\_\_\_, chairperson of the CCNLI at \_\_\_\_\_.

Please join me in congratulating the Committee and our candidates.

\_\_\_\_\_  
Secretary, Board of Directors

\_\_\_\_\_  
Date

**Original form goes to secretary of chapter board of directors, with two copies sent to NASW Chapter Services Department.**

**\*REQUIRED**

## PETITION FOR CANDIDACY TO ELECTIVE POSITION

I, \_\_\_\_\_ certify that I am a member in good standing of the \_\_\_\_\_ Chapter of the National Association of Social Workers and am exercising my right as a member to petition the Committee on Nominations and Leadership Identification to have my name added to the slate of candidates for the position of \_\_\_\_\_. Following are the original signatures and printed legal names of chapter members required for a valid petition for the aforementioned position.

Signature	Date
* * * * *	*
Printed, legal names of members supporting petition	Signatures

(Please copy additional pages as needed.)

**Original form goes to secretary of chapter board of directors, with two copies sent to NASW Chapter Services Department.**

(If petition process is used, submission is required)

## CERTIFICATION OF FINAL BALLOT\*

As chair of the \_\_\_\_\_ Chapter Committee on Nominations and Leadership Identification (CCNLI), I hereby certify that the following final ballot:

\_\_\_\_\_ contains all the positions that are scheduled to become vacant on June 30, \_\_\_\_\_.

\_\_\_\_\_ has been amended as necessary to include the following names and positions of members submitting valid petitions.

\_\_\_\_\_ will enable the chapter to meet its affirmative action goals and representational mandates in all possible combinations of candidates receiving the highest number of votes in the election.

\_\_\_\_\_  
Chairperson, CCNLI

\_\_\_\_\_  
Date

Attach final ballot as it will appear when distributed.

**Original goes to secretary, chapter board of directors with two copies sent to NASW Chapter Services Department.**

**\*REQUIRED**

## CERTIFICATION OF BALLOT TALLY\*

The following, and attached if applicable, listing represents the formal tally of votes in the 20\_\_ election of the \_\_\_\_\_ NASW Chapter. All ballots received prior to the published deadline for receipt of ballots from eligible members were counted at \_\_\_\_\_ on \_\_\_\_\_ by the following CCNLI members:

Name

Signature

**Original form goes to secretary of chapter board of directors, with two copies sent to NASW Chapter Services Department.**

**\*REQUIRED**

## **ANNOUNCEMENT OF ELECTION RESULTS\***

As Secretary of the Board of Directors, I am pleased to announce the following results of our 20\_\_ election. All terms become effective on July 1, 20\_\_\_. Please join me in welcoming our newly elected members and thanking the Chapter Committee on Nominations and Leadership Identification for all their time and work on our behalf.

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Signature

---

Date

**Original form goes to secretary of chapter board of directors, with two copies sent to NASW Chapter Services Department.**

**\*REQUIRED**

## REQUEST FOR WAIVER FROM ELECTION STANDARDS

The board of directors of the \_\_\_\_\_ Chapter of the National Association of Social Workers hereby requests of the National Board of Directors a waiver from the Standards for NASW Chapter Nominations and Elections, Section \_\_\_\_\_, page \_\_\_\_\_. We certify that the chapter is eligible to request this waiver because we have requested and received consultation from the appropriate national staff, (name) \_\_\_\_\_ on (date of request) \_\_\_\_\_ and the Chapter Committee on Nominations and Leadership Identification has not certified the preliminary slate to the secretary of the board of directors.

For your information, we have attached a thorough explanation of the problem with a review of our efforts at corrective action and the subsequent results. We understand that the chapter may not proceed with the certification of a preliminary slate until we receive notification of the **Chapter Services Department's** decision on our waiver request.

The chapter president is available to answer questions and provide any additional information to facilitate your deliberations on this request.

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Chapter President

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Date

**Original form goes to secretary of chapter board of directors, with two copies sent to NASW Chapter Services Department**

(If petition process is used, submission is required)

