The APWA Board of Directors has directed that a written document be prepared for all candidates for office which incorporates current procedures, guidelines and policies in order to give you a clear understanding of expectations and the nominations and selections process.

The Call for Nominations is issued in the February APWA Reporter and a special e-mail communication goes to members listed in the APWA Leadership Directory. All suggested nominations for regional director are due at the headquarters office no later than April 3, 2017. Names of suggested nominees will be released to the appropriate Regional Nominating Committee on April 10, 2017.

Regional Nominating Committees are established with a member from each chapter in the region. Each Nominating Committee shall determine a chair from among the Nominating Committee members. Members of the committee represent the Association, not their individual chapters.

The APWA Bylaws indicate “all directors are restricted to a limit of three consecutive two-year terms, with the filling of an unexpired term of one year or greater to be considered as one of the permitted two-year terms.”

Nominees for the Board of Directors shall be restricted to active members (whose dues and service fees are paid) of the American Public Works Association.

Each candidate will be provided with an estimate of the time commitment necessary for a regional director to fulfill responsibilities. In addition, the sitting regional director may talk with each candidate personally to make sure they are aware of the time commitment required for the Board position.

Suggested nominees for the regional director position must obtain a statement from their employer stating acceptance of the time commitment involved with the position. If the nominee is retired it should be noted in their documents. A picture of the candidate is also required.

A recommendation from one or two APWA members/entities/chapters describing specific examples of how the suggested nominee assisted them would be acceptable. Numerous recommendations are not necessary or encouraged.

The Regional Nominating Committees meet in April or May by conference call to establish the respective region’s slate for election. Staff will facilitate securing all
information required from all candidates for the office and will participate on the Regional Nominating Committee conference call to provide background information.

The Regional Nominating Committee will determine if telephone interviews are necessary in order to narrow the field of candidates for the position.

The Board of Directors agreed to leave the issue of non-contested/contested elections to the discretion of the Regional Nominating Committees on Regional Director positions until such policy is set to hold contested elections.

The nominations process utilized by the Regional Nominating Committee for regional director positions on the APWA Board of Directors shall be a “selection” process by the committee, not a “campaign” for office. Campaigning through expenditure of funds or wide solicitation of support is strongly discouraged. Any campaign for/by the candidate to solicit support for the candidate, prior to consideration by the committee, will be viewed negatively by the committee.

The Regional Nominating Committees will be sensitive to the issue of balance between the number of board members from the public and private sectors.

Persons elected or nominated to serve on the Board of Directors shall not authorize their names to be considered for elective offices by any of the Association’s constituent organizations.

Candidates for national office may only run for one office at a time, and if considered for more than one, the National Nominating Committee will advise the appropriate region of the slate established by the national committee so the region can remove the name from their slate.

Within two days of the Regional Nominating Committee’s decision on the slate for elections, the chair shall call all nominated candidates to notify them of their status on the ballot. All deliberations of the committee are kept confidential.

If a candidate withdraws his/her name from nomination, or is otherwise ineligible to serve, after the ballot is placed before the membership, the following procedure is in place for the position of regional director: The Regional Nominating Committee will be requested to make a recommendation to the Board of Directors for appointment.

In the event a Regional Director’s legal residence is moved to another geographical region, there shall automatically become a vacancy in the office. In the event of any vacancy in the office of Regional Director, whether by reason of removal from the region as above, or because of resignation or death or election to another office, the office shall be filled by appointment by the Board of Directors of any active member from the same geographical region to serve for the unexpired term, upon the advice and consent of a regional nominating committee.
Ballots are made available online (or mailed by request) to members no later than 51 days prior to the annual meeting. A Head Teller verifies the final ballot count no later than 14 days prior to the annual meeting.

*If you have questions or concerns about the above procedures, guidelines and policies, please contact Teresa Hon at thon@apwa.net or (816) 595-5224.*