

**This is the updated Elections Manual completed by the Elections Task Force.  
Though we have tried to keep changes and additions in red – please read the entire  
manual.**

**Elections Task Force**

**Kelly Farrell**

**Cem Basman**

**Lynn Youngblood**

**Rachel Larimore**

**Heidi Kortright**

## **National Association For Interpretation Elections Handbook**

The NAI National Nominations and Elections Committee has prepared this Handbook to assist any group within NAI that conducts elections. It sets standards for holding elections at all levels within NAI, describes proper procedures and provides forms for use in conducting elections and reporting election results.

### **contents of the Handbook are:**

Pgs.

- 2      Frequently asked questions**
  
- 5      Questions for Electronic Elections**
  
- 7      Questions for Mailing Ballots through the Post Office**
  
- 9      NAI Election Checklist for Electronic Elections**
  
- 11     NAI Election Checklist for Postage Elections**
  
- 13     Sample Ballot For Postage Ballot**
  
- 15     A synopsis of Bylaws and adopted motions related to elections**
  
- 19     A copy of The Ethics Statement required by all candidates**
  
- 21     The Official Elections Reporting Form**
  
- 22     NAI Candidacy Nomination Application**
  
- 23     Contact Information as of Summer of 2008**

Elections are one of the primary ways that the membership gets to respond to and influence the organization. Consequently, we need to insure that all elections are held in a consistent manner, that proper procedures are followed, and that every effort is made to show the election process as fair and impartial. Hopefully, the guidelines provided here will address most anticipated problem areas.

If you have any questions concerning this handbook, please contact the National Elections Committee Chair for assistance.

National Elections Committee

## Frequently Asked Questions

### Who gets elected?

The National Executive Committee: President, Vice-President for Administration, Vice President for Programs, Treasurer and Secretary

Region Officers -Region Director, Deputy Region Director, and Secretary/Treasurer

Section Officers – Section Director, Section Deputy Director, and Secretary /Treasurer  
(For Sections and Regions - Secretary and Treasurer can be combined)

Chapter Officers - (Region Treasurer is also Chapter Treasurer)

**Branch Officers – (Section Treasurer is also Branch Treasurer)**

***For officer descriptions go to [www.interpnet.com/download/jobdescriptions.pdf](http://www.interpnet.com/download/jobdescriptions.pdf)***

### Who can run for office?

**Any active member (an active member is defined in the bylaws as a dues paying member in good standings) of NAI may seek election. Only the Elections Committee can nominate. Any active member can submit the application (page 22 of this manual) to the Elections Committee by 7/15 of the election year. All candidates will be notified by 8/15 of the election year as to whether or not they have been nominated. The bio on the application will be used for the ballot.**

According to the Bylaws, Article IX, Section 2, any person wishing to serve in an elected position must maintain an **individual membership** during the election and term of office. All candidates must be willing to sign the NAI Code of Ethics for Elected Officers. (Bylaws Article III: Section 6). The NAI national office will confirm that each candidate has a current individual membership.

### How long can someone be an officer?

Each term is for two (2) years and an officer may serve up to three consecutive terms in that Capacity.

### When are elections held?

The Bylaws specify that most elections must be complete before the National Interpreters Workshop. This is not a fixed date, but is generally October or November. The Bylaws specify the years in which Executive Committee Elections are to be held. The Bylaws state that candidates should be finalized by mid-August, and ballots should be mailed by mid-September. The Region and Section Operations Manuals identify when region/section elections should be held (also, see below.) The time-lines suggested in the attached Checklist enable elections to be completed by mid-September. The National Executive Committee shall be elected according to the following procedure: President, Vice-President for Administration and Secretary to be elected in odd years; Vice-

President for Programs and Treasurer to be elected in even years, or according to the filling of vacancies as specified in Article VII, Section 10. Vacancies so filled do not apply towards consecutive term limits.

Even numbered Regions should hold elections for Directors in odd years, so their terms begin Jan.1 in even years. Odd numbered regions should hold elections for Directors in even years so their terms begin Jan. 1 in odd years. The following Sections hold their elections on even years: AAE, CINP, CUA, INS, NCDA, and SP. The following Sections hold their elections on odd years: CILH, EE, VC, ZWPA, IT. According to the Operations Manuals, Regions and Sections have the option of staggering elections for offices.

### **Who runs the elections?**

For National Executive Offices: National Nominations and Elections Committee.

For Region Officers: A Region Elections Committee appointed by the Region Director.

For Chapter Elections: A Chapter Elections Committee appointed by the Chapter Chair.

For Section Elections: A Section Elections Committee appointed by the Section Director.

For Branch Elections: A Branch Elections Committee appointed by the Branch Chair.

Only the Elections Committee can nominate a candidate (write-ins are permitted). On the National level only, any active member can submit the application (page 22 of this manual) to the NAI National Nominations and Elections Committee by 7/15 of the election year. All applicants will be notified by 8/15 if they have been selected or not as a candidate. This application is not required for the Region/ Chapter/Section and Branch offices, though the questions on the application will be helpful when writing candidate statements.

For a list of each Executive Office's duties and suggested experience go to [interpnet.com/download/execjobdescriptions.doc](http://interpnet.com/download/execjobdescriptions.doc)

**Note:** *For the National Elections, Staff and Board members will have no involvement with elections unless their assistance is sought by the NAI National Nominations and Elections Committee. This includes endorsement of candidates; however, everyone is encouraged to suggest names to the NAI National Nominations and Elections Committee.*

**How many candidates may run for each position?**

There is a limit of 3 candidates who may seek a position. Make every effort to have at least two candidates for each office on the Region and Section Level. The National Elections must have at least 2 candidates per office. It is often difficult to find members willing to run and especially against an incumbent, but it is vital to our credibility to have viable choices for office.

**What questions should the candidates address in their candidate statement?**

All candidates for the National Executive Committee must complete the application form in this manual (pg 22). The application is not necessary on the Region/Section/Branch or Chapter level, however the questions on the application may help the candidates write their candidacy statements.

## **Questions for Electronic Elections**

### **Can a Region or Section hold their election electronically (via email)?**

Email elections are now available for all Regions and Sections. Each year NAI holds the National Elections electronically. If a Region or Section is scheduled to hold their election that year and would like to do so electronically, their ballot would be added to the National Elections' ballot. A member would be given a link to the appropriate Reg./Sec. elections and the National ballot. If a member's Region and/or Section did not hold an election, then that member would not be able to access any additional ballots, just the National's. All members whether international or national are sent an electronic ballot if they have given NAI an email address. If they do not have an email address they are sent a postcard with information on how to obtain a ballot.

Email elections have in the past shown a 25% or higher return rate as compared to traditional postage ballots that receive between 4 – 10% return rate. If a Reg./Sec. chooses to hold their elections electronically they must use the secure email company that the National office is using for the National Elections.

### **What will it cost to hold an election electronically?**

In January of a Reg./Sec. election year their Elections Chair will receive an email from the National Elections Chair. This email will tell the Reg./Sec. the cost of an electronic ballot. Each year the Electronic Email company prices the sub-ballots separate from the National elections according to how many sub-ballots there will be. This price is then divided into a per member price. Example: If the total cost is \$1500 for 10 sub-ballots and there is a total of 4500 members in these Reg./Sec., then the per member price would be 4500 divided into \$1,500 or \$.33 per member. A Reg./Sec. holding their elections electronically with the National elections only pays for their members. The National office pays the National elections. Though the price of email elections will vary from year to year in the past the price has ranged between \$.29 per member and \$.42. The maximum price per member will be determined prior to a Reg./Sec. having to commit.

### **What are the deadlines for holding an Electronic Election?**

If a Reg./ Sec chooses to hold their elections via email, they will need to send the candidate statements to the National Elections Chair by August 15th. This is the last thing the Reg./Sec. Elections Chair will need to do. The National Elections Chair will submit the statements and the company will create the ballots, including a paper one that will be sent to members requesting one. If a Reg./Sec. agrees to hold their election via email they will have until July 1 to change their mind. If they change their mind after this date or if the candidate statements are not received by the August 15th deadline, the Reg./Sec. will still be invoiced for their share and will have to hold their elections through traditional mail (also at the expense of the Reg./Sec.).

**How are the election results reported?**

The National Elections Chair will print out the results of the electronic elections. A copy will be sent to the Executive Director and the National Secretary for certification, and the National Elections Chair will maintain one copy in the Elections Committee files. The National Elections Chair will email the results of the sub-ballots to the appropriate Section/Regions Elections Chair.

**Who notifies the successful and unsuccessful candidates?**

It is the responsibility of the Reg./Sec. Elections Chair to report the election results to all candidates. This should be done within 7 days after the National Elections Chair notifies the Committee of the results

**What if a Region (Section, Chapter, etc.) does not hold an election?**

Elections MUST be held at the appropriate time. If, for whatever reason, an election is not held, the Board of Directors may instruct the National Elections Committee to step in and run the election, in conjunction with the National Office. In this instance, the costs of holding the election will be charged against the appropriate group's treasury. Groups that have not held an election by the stated deadline are not eligible to serve as a representative to the Board or as an alternate. They could also run the risk of being placed on the inactive list. Note: Regions and Sections who do not complete their elections prior to the National Workshop will be ineligible to be elected to the national Board of Directors.

## **Questions for Mailing Ballots through the Post Office**

### **How should the ballots look?**

See the sample ballot in this handbook (pages 13-14). Ballots should contain a short biographical sketch about each candidate, and a short statement from the candidate. You do not have to use this exact format, but something very similar is preferred. It is best to list the candidates for each office alphabetically. Write-in votes are allowed, but the write-in candidate **MUST** have agreed to serve if elected. Remember that all NAI mailings **must** include the NAI logo.

### **How are the ballots to be handled?**

NAI policy states that ballots are to be kept in a secure, locked location both before mailing to the membership and after their return. Ballots are to be kept in a locked location until 30 days after the National Business Meeting held during the National Interpreters Workshop. The relevant Elections Committee should make every effort to protect ballots against tampering at all times. The ballots should be destroyed after the National Workshop.

### **Can ballots be sent with newsletters or other mailings?**

No. Never send ballots with other mailings. Newsletter labels are sorted differently than are labels for elections, and most groups send complimentary newsletters to non-members or other agencies.

### **Where do we get mailing labels to send the ballots?**

Mailing labels for all elections are obtained from the NAI Membership Manager. When requesting these labels, be very clear that they are for an election, not a general mailing. The NAI membership database will be sorted differently for elections than it would be for a newsletter mailing, for instance. Use only labels generated for elections! Failure to do so may result in your election failing to be certified and accepted!

### **Where should the ballots be sent for counting?**

Ballots for Executive Committee positions shall be returned to the NAI National Nominations and Elections Committee

Ballots for Regional Officers shall be sent to the Regional Elections Chair.

Ballots for Section Officers shall be sent to the Section Elections Chair.

Ballots for Chapter offices shall be sent to the Chapter Elections Chair.

Ballots for Branch officers shall be sent to the Section Elections Chair.

Returned ballots shall be kept in a secure, locked facility until they are counted.

**Who counts the ballots?**

The Election Committee of the group holding the election counts the ballots. Ballots must be counted by at least three people; two NAI members (normally the Elections Committee Chair and one other member) and a third party who is not a member of NAI and has no vested interest in the election. In the past, it has been a spouse, a supervisor, etc. Don't forget this important step!

**What do I do with the ballots after the election?**

The Elections Committee shall hold the counted ballots in a locked, secure location until 30 days after the National Business Meeting, which is held during the National Interpreters Workshop. The ballots should be destroyed after the National Workshop (NIW

**How are the election results reported?**

The results of all elections shall be reported using the form in this booklet or a self-generated version containing exactly the same information. This form shall be mailed to the National Elections Chair (not the National Office)! The National Elections Chair shall have the responsibility of sending copies (a) to the Executive Director, (b) to The National Secretary for certification, and (c) maintaining one copy in the Elections Committee files.

**Who notifies the successful and unsuccessful candidates?**

It is the responsibility of the appropriate Elections Committee to report the election results to all candidates. This should be done within 7 days after the ballots are counted.

**What if a Region (Section, Chapter, etc.) does not hold an election?**

Elections MUST be held at the appropriate time. If, for whatever reason, an election is not held, the Board of Directors may instruct the National Elections Committee to step in and run the election, in conjunction with the National Office. In this instance, the costs of holding the election will be charged against the appropriate group's treasury. Groups that have not held an election by the stated deadline are not eligible to serve as a representative to the Board or as an alternate. They could also run the risk of being placed on the inactive list. Note: Regions and Sections who do not complete their elections prior to the National Workshop will be ineligible to be elected to the national Board of Directors.

## NAI Election Checklist for Electronic Elections

Elections must be finalized by the NIW, which will be in October or November. The following is a guideline to help you stay on schedule.

- ♦ **February - Elections Chair or Committee Appointed** - The Region Director, Chapter Chair, Section Director, or Branch Chair, appoints an Elections Chair or Committee by February. The Committee should read this handbook carefully prior to beginning plans for the election. *To Region and Section Directors: Appointing an Election Chair is typically easier than getting members to run (or at least equally as difficult) - so your Elections Chair will need at least 4 months to get your Reg./Sec. elections together. With this said, you will need to appoint an Elections Chair by March 1st of your Reg./Sec.'s election year. If one has not been appointed by March 1st of your election year, the National Elections Chair will appoint someone for you from your Region or Section.*
- ♦ **March Inform** National Elections Chair how your Region/Section will be conducting the elections; i.e. Electronic Email or Postage Service. You will have until July 1st to change. National offices up for election and deadline for nominations are announced in Interpreter and on NAI website. Website also states requirements and job description for each national office up for election.
- ♦ **April Recruit Candidates** - Election Committee begins recruitment of candidates. The standard is to have at least two candidates for each office. Try to have the slate set by early June.
- ♦ **July Collect Statements from Each Candidate** - Election Committee gets a statement from each candidate explaining their desire to serve and their goals if elected. Target for July.
- ♦ **July Electronic Elections Invoiced** – Regions and Sections that have agreed to hold their elections electronically will be invoiced by the National office for their cost and their accounts will be debited upon receipt of the Electronic Email Company's Invoice.
- ♦ **August Send Bios to National Elections Chair** – Using the contact information on page 23 send your Region's/Section's candidate statements to the National Elections Chair by August 15.
- ♦ **September Results** – The National Elections Chair will notify you of your elections results, you will then notify your candidates. National office candidate statements and bios are posted on NAI website for viewing by members.

### **NAI Election Checklist for Electronic Elections (cont.)**

- ◆ **Election Report Reviewed** - NAI National Elections Chair will complete the elections results form and send a copy to the NAI National Secretary for certification (per the Bylaws), one will go to the NAI National Office for their files, and one copy will be retained by the National Elections Chair. ). The data file from electronic elections should be securely maintained for 30 days, along with a hard copy of the data set summary.

## NAI Election Checklist for Postage Elections

Elections must be finalized by the NIW, which will be in October or November. The following is a guideline to help you stay on schedule.

- ♦ **February - Elections Chair or Committee Appointed** - The Region Director, Chapter Chair, Section Director, or Branch Chair, appoints an Elections Chair or Committee by February. The Committee should read this handbook carefully prior to beginning plans for the election. *To Region and Section Directors: Appointing an Election Chair is typically easier than getting members to run (or at least equally as difficult) - so your Elections Chair will need at least 4 months to get together your Reg./Sec. elections. With this said, you will need to appoint an Elections Chair by March 1st of your Reg./Sec.'s elections year. If one has not been appointed by March 1st of your election year, NAI's National Elections Chair will appoint someone from your Region or Section.*
- ♦ **March Inform** National Elections Chair how your Region/Section will be conducting the elections; i.e. Electronic Email or Postage Service. National offices up for election and deadline for nominations are announced in the NAI's email newsletter and on INTERPNET.com Website also states requirements and job description for each national office up for election.
- ♦ **April Recruit Candidates** - Elections Chair begins recruitment of candidates. The standard is to have at least two candidates for each office. Try to have the slate set by early June.
- ♦ **July Collect Statements from Each Candidate** - Elections Chair gets a statement from each candidate explaining their desire to serve and their goals if elected. Target for July.
- ♦ **Mid- July Prepare ballots** - Elections Chair prepares ballot (see sample ballot).
- ♦ **August Request Mailing Labels** - Election Committee requests mailing labels for ballots from NAI Membership Manager. Use only these labels!! They will be specially prepared for an election, and are different from those prepared for newsletters or other mailings. Elections held without use of these labels will not be certified! Request labels by August.
- ♦ **August Mail Ballots** - Committee sets cut-off date for ballot return and mails ballots approximately three weeks (if mailed first class) or six weeks (if bulk mail) before cut-off date. Mailing first class is preferable. A good target is mid-August for mailing ballots, and early-September for their return.

## NAI Election Checklist for Postage Elections (cont.)

- ◆ **September Count Ballots** - Committee receives ballots and counts them. The Elections Chair, one other NAI member and one non-interested party should count the ballots. The ballots should be kept in a secure, locked place until they are counted.
- ◆ **September Inform Candidates** – Inform candidates of the results within 7 days of counting the ballots.
- ◆ **September Report Results** - Results of the election are reported to the NAI National Elections Chair using the form provided in this handbook. A good target to have this completed is the end of September. Results must be reported prior to the NIW
- ◆ **Election Report Reviewed** - NAI National Elections Committee will review the election report form, and will make 2 copies. One will go to the NAI National Secretary for certification (per the Bylaws), one will go to the NAI National Office for their files, and the original will be retained by the National Elections Chair. Ballots shall be kept with the Reg./Sec. Elections Chair in a secure, locked facility until 30 days after the National Business Meeting, held in conjunction with the National Interpreters Workshop. If, after that time, no protest or question of the validity of the election has been received, the ballots may be discarded or destroyed.

**Sample Ballot For Postage Ballot**  
**NAI Region 12 Election of Region Officers Candidates Statements**  
**For Region Director**

Don Peoples - Don is currently Chief Interpreter at the Caribou Massacre National Historic Site and Rest Stop in Montana, South Dakota. He has held several similar positions with the State Interpretive Division. He holds a Bachelors Degree in Environmental Education and a Masters Degree in Interpretation. He also teaches Interpretive Principles at South Dakota Community Junior College. "I hope to be elected to the NAI Board so that I may bring the unique perspective of our region to the national spotlight. We need to concentrate on getting our viewpoint heard and enacted.

Marki Trail - I am currently Director of Albert Schweitzer Nature Center in Dimebox, Texas, a position I have held since 1932. I have been an NAI member since 1954, and have served as Newsletter Editor of Armadillo Droppings, our region's newsletter, as well as Membership Chair, Awards Chair and Region Deputy Director. Other professional positions include several offices in the Texas Environmental Services Taskforce Educational Survey, including Refreshment Committee Chair. I hope to serve NAI by bringing a fresh approach to the Board, using the skills I have learned over the years. It is my aim to bring a much-needed professional emphasis to our interactions with the Federal Government and similar organizations. I feel I can do this by approaching each challenge from a new direction. We need to break the bonds of the old approaches and make way for new ideals. I would appreciate your support.

**For Deputy Director**

Angela Mykrow-Angelo - I am currently Director of Albert Schweitzer Nature Center in Dimebox, Texas, a position I have held since 1932. I have been an NAI member since 1954, and have served as Newsletter Editor of Armadillo Droppings, our regional newsletter, as well as Membership Chair, Awards Chair and Region Deputy Director. Other professional positions include several offices in the Texas Environmental Services Taskforce Educational Survey, including Refreshment Committee Chair. Vote For Me!

Dr. Bill William – "I hope to be elected to the NAI Board so that I may bring the unique perspective of our region to the national spotlight. We need to concentrate on getting our viewpoint heard and enacted, especially as concerns membership.

Sample Ballot - Page 2

**NAI Region 12**  
**Election of Region Officers**  
**Ballot**

Instructions: Vote for the candidate of your choice by marking in the box beside their name. Vote for only one candidate in each category. Write-in votes are allowed, if the write-in candidate has agreed to serve if elected. Return this ballot to the address on the reverse side before the deadline listed below.

For Region Director

- Mark Trail
- Don Peoples

For Deputy Director

- Dr. Bill William
- Angela Angelo

For Treasurer

- Sherri Topping, Ph.D.
- Herb Dressing

For Secretary

- Erica Estrada
- Bill Gates

Fold this ballot so that the return address shows, affix stamp and mail.

Ballots must be received no later than (*a date in early September*)

**From the By-laws(Revised Summer 2005):**

**Article III Membership**

Section 6. Current individual membership is required of any member running for or serving in an elected office.

**Article VI Organizational Structure**

Section 1. a. The officers to be established on the Region level shall be Region Director, Deputy Region Director, and Secretary/ Treasurer, herein called the Region Executive Committee. At the discretion of the Region, the positions of Secretary and Treasurer may be one combined position or two separate positions. Region officers are elected for a term of two (2) years and may serve up to three terms consecutively in that capacity. All are elected by a simple majority of votes cast by the members of their Regions entitled to vote. Terms of office begin on January 1 following election. All Region officers must reside within the Region they represent.

b. A Region Leadership Council (RLC) shall be composed of all Region Directors or their delegated, Regionally-elected representatives. The purpose of the RLC shall be to develop and maintain strong Regional leadership, programs, and member services. The RLC is responsible for defining and recommending Regional compliance with performance standards to maintain good standing. A Chair and Secretary will be elected annually by and from the members of the RLC.

c. Region Treasurers shall serve as the treasurer for all Chapters in their Region in addition to their regular duties.

d. The Region Director may appoint, until the next scheduled election for that office, Region members to the Region Executive Committee to fill vacancies created by the departure of the Deputy Region Director, or Secretary/Treasurer.

e. If the Region Director's position is vacated, the sequence of succession shall be Deputy Region Director, then Secretary/ Treasurer (or in the event of separate Secretary and Treasurer positions, by Secretary, then Treasurer). If fewer than six (6) months remain before the next regularly scheduled Regional election and the successor is willing and able to execute the duties of the position, then no election need be held to fill the Region Director's position. Otherwise, an election will be held as soon as possible according to the procedures set forth in Article IX of these bylaws.

Section 3. b. Upon recognition and approval of Chapter status, Chapter officer(s) shall then be elected by majority vote by the Chapter membership. At a minimum, Chapters shall elect a Chapter Chair to manage the affairs of the Chapter and serve as liaison(s) to the Regional Executive Committee.

c. Each Chapter may have its own budget and operating funds as determined by policy and

guidelines of the Regional Executive Committee and Board of Directors. The Regional Treasurer shall serve as the treasurer for all Regional Chapters and is responsible for separately tracking Chapter funds within the Regional accounting system.

Section 4 a. The officers to be established on the Section level shall be Section Director, Section Deputy Director, and Secretary/ Treasurer, herein called the Section Executive Committee. At the discretion of the Section, the positions of Secretary and Treasurer may be one combined position or two separate positions. Section officers are elected for a term of two (2) years and may serve up to three terms consecutively in that capacity. All are elected by a simple majority of votes cast by the members of their Sections entitled to vote. Terms of office begin on January 1 following election. All Section officers must be members of the Section they represent.

b. A Section Leadership Council (SLC) shall be composed of all Section Directors or their delegated, Section-elected representatives. The purpose of the SLC shall be to develop and maintain strong Section leadership, programs, and member services. The SLC is responsible for defining and recommending compliance with performance standards to maintain good standing. A Chair and Secretary will be elected annually by and from the members of the SLC.

c. Section Treasurers shall serve as the treasurer for all Branches in their Section in addition to their regular duties.

d. The Section Director may appoint, until the next scheduled election for that office, Section members to the Section Executive Committee to fill vacancies created by the departure of the Deputy Section Director, or Secretary/Treasurer.

e. If the Section Director's position is vacated, the sequence of succession shall be Section Deputy Director, then Secretary/ Treasurer (or in the event of separate Secretary and Treasurer positions, by Secretary, then Treasurer). If fewer than six (6) months remain before the next regularly scheduled Section election and the successor is willing and able to execute the duties of the position, then no election need be held to fill the Section Director's position. Otherwise, an election will be held as soon as possible according to the procedures set forth in Article IX of these bylaws.

Section 5 a. The establishment of a Branch, or changes in Branch boundaries, requires approval of the Section Executive Committee with which the Branch is affiliated. A proposed Branch shall seek recognition from the Section Executive Committee by presenting a petition for Branch status signed by a minimum of any twenty-five (25) active members of NAI. The petition must identify proposed Branch boundaries and include the name(s) of an individual(s) willing to serve as Branch Chair.

b. Upon recognition and approval of Branch status, Branch officer(s) shall then be elected by majority vote by the Branch membership. At a minimum, Branches shall elect a Branch Chair to manage the affairs of the Branch and serve as liaison(s) to the Section Executive Committee.

c. Each Branch may have its own budget and operating funds as determined by policy and guidelines of the Section Board and Board of Directors. The Section Treasurer shall serve as the treasurer for all Section Branches and is responsible for separately tracking Branch funds within the Section accounting system.

- d. Branches may otherwise conduct their own business and activities as they determine appropriate, except when in conflict with the Corporation's Articles of Incorporation, Bylaws, or established Board of Directors or Section Executive Committee policies.
- e. Members of Sections shall also be members of the Corporation and may vote for officers of the Branch of which they are a member. Branch officers must live within the Branch they represent.

## **Article VII Board of Directors**

Section 2. The Board of Directors shall be composed of an Executive Committee consisting of a Corporation President, a Vice-President for Administration, a Vice-President for Programs, a Secretary, and a Treasurer elected by the general membership. The Board will also include four (4) Section representatives elected by and from the Section Leadership Council, four (4) Regional representatives elected by and from the Regional Leadership Council, and three (3) at-large members appointed by the President and confirmed by majority vote of the Board of Directors. If an elected RLC or SLC representative to the board is unable to attend a regular meeting of the Board of Directors, the RLC or SLC will be responsible for assigning a temporary representative from among its regular members who may serve as a proxy for the elected representative. Said proxy may participate in discussions and will also have voting privileges. Section 3. Members of the Executive Committee may serve no more than three consecutive terms in the same office. Terms of office begin on January 1 following election.

- a. The Executive Committee shall be elected according to the following procedure: President, Vice- President for Administration and Secretary to be elected in odd years; Vice-President for Programs and Treasurer to be elected in even years, or according to the filling of vacancies as specified in Article VII, Section 10. Vacancies so filled do not apply towards consecutive term limits.
- b. Region and Section representatives elected by their respective leadership councils must serve a full two-year term while holding their Regional Director or Section Director position and may not be elected to the Board of Directors if fewer than two years remain in their Regional Director or Section Director position. Vacancies shall be filled as specified in Article VII, Section 10.

Section 10. Any vacancy occurring in the Executive Committee or among at-large members of the Board of Directors may be filled for the balance of the term by action of the Board of Directors. Any vacancy occurring in Regional or Section representatives may be filled by special election from the Region Leadership Council or Section Leadership Council respectively, within thirty days after the vacancy occurs. Vacancies so filled do not apply towards consecutive term limits.

Section 11. Members of the Board of Directors shall not receive any slated salaries for their services, but by resolution of the Board of Directors, expenses of attendance, if any, may

be allowed for attendance at each regular or special meeting of the Board of Directors. Section 12. Any member of the Board of Directors may resign at any time by delivering a written resignation to the President of the Board of Directors. The acceptance of such a resignation shall not be necessary to make it effective.

Section 13. A member of the Board of Directors who misses two (2) consecutive regularly scheduled meetings of the Board of Directors may be asked to resign from the Board of Directors.

#### **Article IX Nominations/Elections**

Section 1. By the month of March in each year, the Board of Directors shall appoint a Nominations/Elections Committee Chair to solicit and accept nominations of candidates for each of the Corporation Executive Committee, Region, Section, and Chapter offices being vacated in the next year. The committee shall include the past national president, a representative from the Regional Leadership Council and the Sectional Leadership Council and associate chairs to be appointed by the chair. The Nominations/Elections Committee shall notify the Secretary in writing by August 15 of the names of the candidates being nominated. The national office shall prepare and mail an election ballot carrying the names of the candidates and any proposed bylaw changes to each active member of the Corporation by September 15. Write-in privileges shall be maintained at all levels of the organization.

Section 2. All nominees, including write-ins, must certify willingness to serve in the office for which they are nominated. Any person wishing to serve in an elected position must maintain an individual membership during the election and term of office.

Section 3. The Nominations/Elections Committee shall be responsible for having the ballots counted and reporting the election results to the Secretary and the Board of Directors. The National Secretary shall certify the results of the elections.

Section 4. A simple majority of the votes cast shall elect each position/officer. In the event of a tie, a run-off will be held.

#### **Article X Voting by the Membership**

Active members are entitled to cast one (1) vote on each measure requiring a vote.

Affirmative vote of a majority of votes cast shall be required to approve any measure except for those measures that might amend the articles of incorporation, or provide for a proposed consolidation or dissolution, in which case two-thirds (2/3) affirmative vote of all members responding to the ballot is required.

## **National Association for Interpretation Code of Ethics**

The NAI Ethics Committee reviews issues of ethics violations by NAI members, and the committee is charged with the enforcement of the NAI Code of Ethics as written below.

### **As a member of the National Association for Interpretation, I pledge to:**

1. Realize that I have moral responsibilities not only to my professional associates, my fellow employees, and the public, but also to the resources under my care.
2. Display the highest integrity, the best judgment or ethics possible in the use of my professional skills.
3. Deal fairly with members in the dissemination of professional information and advice.
4. Maintain high standards of professional and business conduct and behavior.

### **Enforcement**

Members of NAI are responsible for upholding the Code of Ethics. Any active member of NAI may file a charge for a violation of any of the standards of the Code of Ethics.

### **Procedures for alleged violations:**

1. The member making the charge(s) must submit a letter with supporting information to the Chair of the Ethics Committee. This must be done within six months of the alleged violation.
2. The Chair will review the letter and submit copies of all information to the members of the Ethics Committee. At that time, the Committee will request the member being charged to respond in writing to the allegations within 30 days, and the Committee will decide:
3. Within 45 days after receipt of the charge(s), the Chair will inform the members involved whether or not there is an apparent violation.
4. The Chair will poll each member of the Committee by telephone, mail, electronic media or in person for a recommendation for committee action.
5. The Committee's decision must be unanimous to recommend any disciplinary action to the Board of Directors.
6. The Chair must submit the results of the investigation with recommendations to the President and Board of Directors within 60 days of the receipt of the charges.
7. The President and Board of Directors upon recommendation of the Ethics Committee have the following options, including but not limited to:
  - a) To dismiss the charge(s)
  - b) To issue a letter of reprimand to be signed by the President and the Board of Directors.
  - c) To expel the member from NAI.
8. The President and Board of Directors must inform the members involved of the disposition of the case within 90 days of the initial receipt of the charge(s) by the Chair of the Ethics Committee. If the charges are not acted upon within the above timeframe, they will be considered null and void.
9. After the initial disposition, the accused member may appeal the decision of the Board of Directors to the Appeals Board within 30 days. The Appeals Board shall consist of two NAI members of the disciplined members choosing, two members appointed by the President, and the Chair of the Ethics Committee. The Appeals Board may review all evidence previously submitted. No new evidence or new testimony will be allowed. The Appeals Board shall make a recommendation within 30 days whether to uphold, modify or vacate the original decision, and submit their recommendation to the Board of Directors for final disposition. There shall be no further right of appeal.

**National Association for Interpretation**  
**Board of Directors, Regional Officer, Section Officer and**  
**Ethics Committee Member**  
**CODE OF ETHICS**

As an elected officer of the National Association for Interpretation (NAI) or as a member of the National Association for Interpretation Ethics Committee

I will:

- Represent the affairs of all NAI members without prejudice or favor of special interests within or outside the Association.
- Always keep confidential items and information confidential.
- Never use my leadership position in NAI for personal gain or for the advantage of other individuals within or outside NAI.
- Exercise my authority in a leadership role only when acting in official board meetings and/or as I am directed by the NAI Board of Directors.
- Consider all issues presented for my review with an open mind to base my decisions on what is best for NAI and to never violate the trust of the membership of NAI.
- Avoid any conflicts of interest between my position with NAI and my professional or personal life, and to remove myself from any discussion and voting on matters in which I have conflict.
- Agree to resign my position as an NAI representative if I find myself unable to carry out my duties or unable to abide by this code of ethics.
- Commit myself as a trustee of NAI members to ensure the Association's present and future financial security, growth and development.

I give my personal pledge to exercise the duties and responsibilities of this office or appointment with integrity, dedication, and commitment.

---

Signed Date

Approved by NAI Board of Directors, November 1, 1994:

“To be signed by all NAI national and regional officers as a condition for running for and holding national and regional and section officers, and for serving on the Ethics Committee.”

Please send this form to the national office.

NATIONAL ASSOCIATION FOR INTERPRETATION

**Election Results Report**

- Please list the winning candidate first (or in bold type), other candidate second, and add all wire-in candidates where appropriate ó list the total number of votes each received as appropriate.
- Return this form to the NAI NATIONAL ELECTIONS CHAIR as soon as possible after the election results are tabulated. The National Elections Chair will be responsible for authenticating and filing this report with the NAI National Secretary and the National Office.
- The Regional, Sectional, or Chapter Nominations Chair, must keep the ballots in a locked and secure location for a period of 30 days after the Board of Directors meeting at the NAI National Interpreters Workshop (usually held in October or November of each year).

ELECTION FOR OFFICERS OF: \_\_\_\_\_

Office: \_\_\_\_\_

Candidate: \_\_\_\_\_ Votes Received: \_\_\_\_\_

Candidate: \_\_\_\_\_ Votes Received: \_\_\_\_\_

Office: \_\_\_\_\_

Candidate: \_\_\_\_\_ Votes Received: \_\_\_\_\_

Candidate: \_\_\_\_\_ Votes Received: \_\_\_\_\_

Office: \_\_\_\_\_

Candidate: \_\_\_\_\_ Votes Received: \_\_\_\_\_

Candidate: \_\_\_\_\_ Votes Received: \_\_\_\_\_

Office: \_\_\_\_\_

Candidate: \_\_\_\_\_ Votes Received: \_\_\_\_\_

Candidate: \_\_\_\_\_ Votes Received: \_\_\_\_\_

Date Ballots mailed: \_\_\_\_\_ Date Ballots were due: \_\_\_\_\_

Number of Ballots mailed: \_\_\_\_\_ Number of Ballots returned: \_\_\_\_\_

ALL candidates have been contacted about the election results [ ] Yes [ ] No

Ballots mailed to all voting members of the Region, Section, Branch, or Chapter [ ] Yes [ ] No

Ballots mailed in individual mailing (not as part of newsletter or other mailing) [ ] Yes [ ] No

*(If any of the responses is NO, please explain with an attached note.)*

We the undersigned attest this is a true report of the results of the election listed above, and that the election was held in accordance with the stated Nominations and Elections Policy of the National Association for Interpretation as prescribed by the Bylaws of the Association and as dictated by the NAI Board of Directors.

Signatures of those counting the ballots:

Election Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Other NAI Member: \_\_\_\_\_ Date: \_\_\_\_\_

Unaffiliated Third Party\*: \_\_\_\_\_ Date: \_\_\_\_\_

*All results must be verified by a non-NAI member Third Party member of this election committee.*

## NAI Candidacy Nomination Application

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

How long have you been a member of NAI?: \_\_\_\_\_

For what office are you seeking nomination?: \_\_\_\_\_

What are your qualifications for this office? Specify whether the experience was with NAI or not. *For a job description and suggested experience for each office go to [interpnet.com/download/execjobdescriptions.doc](http://interpnet.com/download/execjobdescriptions.doc)*

---

---

---

---

---

---

---

---

---

---

Please compose a 500 word or less candidate statement, answering the following 3 questions (attach to this application):

*If the National Nomination and Elections Committee nominates you as a candidate this will be your candidate's statement for the National Elections Ballot.*

- 1) Explain why you are running for NAI and discuss your qualifications.
- 2) What are your priorities for NAI and what practical measures will you implement to meet those priorities?
- 3) How can you make yourself more representative of the membership?

Email or mail this completed Application to:  
Heidi Kortright - NAI National Elections Chair  
C/O Beaver Lake Nature Center  
East Mud Lake Road  
Baldwinsville, NY 13027  
HeidiKortright@ongov.net

### **Contact Information (Summer of 2008)**

Heidi Kortright  
National Elections Chair  
HeidiKortright@ongov.net

Nancy Stinson  
Secretary  
Fort Smith NHS  
P.O. Box 1406  
Fort Smith, AR 72902  
nancy\_stinson@nps.gov

Tim Merriman  
Executive Director  
Naiexec@aol.com  
National Association for Interpretation  
P.O. Box 2246  
Fort Collins, CO. 80522  
888-900-8283