



NAIA Registrars Association Nominations and Elections Guidelines

Elections:

- A. Elections of the Chairperson, Vice Chairperson, Secretary shall be from NAIA institutional member representatives and shall take place during the annual business meeting of the Registrar's Association.
- B. Officers shall be elected by a majority vote of those institutional member representatives present and voting at the annual business meeting held at the American Association of Collegiate Registrars and Admission Officers (AACRAO) annual conference.
- C. Elected officers shall take office at the close of the annual business meeting at which they are elected.

Nominations:

- A. Candidates for an Association office must be nominated by an institutional member representative, themselves, or by the Nominations and Elections Committee.
- B. The following will be considered when selecting a candidate: service to the Association, professional ability and experience, and written recommendations(s) from an Association member(s).
- C. The slate of candidates should reflect a balance of related professional areas, type of institutions in the Association, and institutional member representative characteristics.
- D. Additional candidates may be nominated from the floor at the time of the election. All candidates for elected office shall have completed at least one year of service on either the Executive team or the Advisory Council as delineated by the role they are being nominated for.

Timeline for Slate of Officers

- A. A slate of candidates (one for each office to be elected) shall be presented to the electorate of the Association at least thirty (30) calendar days prior to the annual business meeting (held at the annual AACRAO conference) by the Nominations and Elections Committee.

Nominations and Elections Committee Composition

- A. The Immediate Past Chairperson shall be the Chair of the Nominations and Elections Committee of the Registrar's Association.
- B. The Chair shall appoint two additional members to the committee, one of which must be a member of the Advisory Council.
- C. The committee will meet as necessary and adhere to the following timeline:

Date	Activity
October	Identify positions to be vacated in coming year.
November	Contact current officers for recommendations of successors. Open nominations for available leadership roles.
December – January	Contact possible nominees
February	Close Nominations & Confirm nominees for Ballot.
March	Host Town Hall or communicate final slate of officers for election to membership.
April	Conduct election during Annual Meeting of the Registrar Association.

Rotation of Association Advisory Council:

Composition:

Four (4) – Five (5) NAIA Conference Registrars**

** In the event that the Conference Registrar position is vacant, the Conference will be asked to nominate a representative to the Advisory Council. Conference representatives must be at member institutions and be serving in an Assistant, Associate or Registrar role at their institution.

Term: Two year commitment

NOTE: A term rotation structure will be enforced and members of the Advisory Council will serve overlapping terms to provide continuity from year to year. All current NAIA Conferences are represented and the Conference Registrar from the identified conference serves when indicated on a rotating cycle included in this document.

In the event that the overall Association conference structure changes, the Registrar's Association will review the rotation structure and adjust as necessary.

Odd Years – ending in 2 & 6	Even Years – ending in 1 & 5	Odd Years – ending in 4 & 9	Even Years – ending in 3 & 7	Even Years – ending in 0 & 8
				
				
				
				
				

Adopted: January, 2015