



BCA Election Procedures

A. Election Timeline

The annual elections process for both the Chapter and Association Board operate concurrently on the following schedule:

- August:** Call for nominations. Full members may nominate any other full member or themselves
- September:** Deadline for candidate nomination applications
- October:** Nomination committees meet to evaluate and submit final candidates to BCA
- November:** Elections take place electronically and results are announced
- November-December:** Chapters elect officers
- January 1st:** New directors assume office

B. Nomination Criteria

The nominating committee should take the following criteria into account when considering a candidate:

1. **Membership:** Each nominee is required to be a member of BCA in order to be eligible for service on the Board. A member of the nominating committee cannot be nominated for office.
2. **Leadership Qualities:** Nominees for the Board shall embody demonstrated leadership skills through industry and/or community positions of leadership. Board members need to have skills in innovation and group relations. Each person nominated for the Board would ideally be a good candidate for President at some future time and can contribute to Board meetings and the success of the organization.
3. **Industry Visibility:** The Nominating Committee should seek out visible industry leaders to fill positions on the Board.
4. **Position in Member Company:** It is important to have persons who have decision-making authority in positions on the Board. Wherever possible, the Nominating Committee will select persons who are principals in firms.
5. **Prior BCA Activity:** Members who have a record of participation and successful leadership within the organization and/or have a demonstrated commitment to the goals and objectives of the Association.
6. **Communications Ability:** Board members maintain a visible presence within the Association and, as such, need to possess strong oral and written communications skills.
7. **Dedication:** Board members must be willing to serve in an active capacity, attend Board meetings and any other organization meetings. The BCA's success is build upon direct and active engagement by its members and, especially, its Board members.
8. **Bylaws Requirements:** The Committee must carefully review those portions of the Chapter Bylaws that govern the offices to be filled, the number of candidates required for each office, and the length of terms for each to make sure that all required procedures are satisfied.

Note: The Regional Representative is an elected position to the Association Board not to the Chapter Board.

C. Applicable BCA Bylaw Mandates

Eligibility to Vote: Each full member of the BCA shall be entitled to one vote on such matters as are presented to the members for a vote and shall be eligible to serve as an Officer or Director if elected unless otherwise specified.

Eligibility to Serve: The Board of Directors must be members of the BCA in good standing, and shall be elected by the membership for staggered terms. The Association Board of Directors hold office for a three-year term and Chapter Board of Directors term length is subject to Chapter Bylaws. No director may serve more than two (2) consecutive terms but may seek reelection after a one-year absence from the Board.

Nomination Process: Each year, the Board of Directors shall elect a Nominating Committee consisting of not fewer than three full members of the Association. The Nominating Committee shall then nominate one or more members for each vacancy on the Board of Directors.

Election Process: A link to electronic ballots containing the names of all nominees, as well as spaces for write-in candidates, shall be emailed to all members. Members shall elect the directors by casting their vote on the electronic ballot during the allotted time period.

D. Procedure for Breaking a Tie

In the event of a tie, the decision will be made by determining the membership seniority of the candidate and the senior candidate will prevail.