

## **2022 ELECTION PROCEDURES**

### **Governing the Election of the 2022-2024 NOW Board of Directors**

*Submitted by the NOW Elections Committee on March 11, 2022*

*Approved by the NOW Board of Directors on March 12, 2022*

**Since NOW's 2022 national conference will take place in person, all election voting will be conducted by paper ballot by those duly registered and in attendance at the conference, pursuant to Article VIII, Section 2, of the 2020 NOW Bylaws.**

#### **I. Roles of the NOW District Nominating Committees and the NOW Elections Committee**

1. The role of the six NOW District Nominating Committees is to determine candidate eligibility to run for the 2022-2024 National NOW Board of Directors.
2. The role of the NOW Elections Committee is to oversee the planning and procedures of the 2022-2024 NOW Board of Directors election at the 2022 national conference.
3. No member of a NOW District Nominating Committee nor the NOW Elections Committee shall endorse a board candidate while serving in their respective capacities.

#### **II. Roles of NOW National Officers, NAC Staff, and NOW National Resources**

1. National NOW officers and members of the NOW Action Center staff, acting on their own time and at their own expense, may campaign for a board candidate, but must not be required to do so. NAC staff may not receive any compensation (i.e. salary or paid time off) to work on a board candidate's campaign.
2. National NOW resources (including virtual national NOW environments), facilities, and supplies must not be used for campaign purposes.

#### **III. Duties of the NOW District Nominating Committees**

1. The state presidents/coordinators (or their designees) in each NOW electoral district shall serve as the nominating committee for that district, for a total of six District Nominating Committees.
2. If a state president applies to run as a candidate for the NOW board, they are automatically excused from serving on the District Nominating Committee and must appoint another representative from their state chapter to serve on that committee.
3. Nominations for the NOW board shall be submitted to the NAC in writing at least 90 days before the first day of the 2022 national conference (no later than 11:59 PM ET, Thursday, April 21).
4. Following the close of nominations on April 21, the co-chairs of the Elections Committee, in concert with the NAC, shall forward every candidate's application materials to the appropriate District Nominating Committee.
5. Within 10 business days after the deadline for receiving nominations (no later than 11:59 PM ET, Thursday, May 5), each District Nominating Committee shall determine whether each candidate meets the eligibility requirements set forth in Article VII, Section 5, of the NOW Bylaws and request additional information if needed for clarification.

6. Each District Nominating Committee must notify all candidates, the Elections Committee, and the national NOW officers in writing of the names of all confirmed eligible candidates from their district by 5 PM ET, Friday, May 6.
7. Nominations will not be taken from the floor at the 2022 conference. If a board seat is not filled at the conference, the vacancy will be filled by the state presidents and remaining board members of the relevant district, who may determine the method of appointment at their discretion and under the auspices of the Elections Committee.

#### **IV. Duties of the NOW Elections Committee**

1. The Elections Committee shall propose and implement the 2022 Election Procedures, including the publication and distribution of candidate information and the organization of candidate forums and voting at the conference.
2. These Election Procedures shall be ratified by the NOW Board of Directors and published on the Members Only section of the National NOW website, with notice sent to the member email list.
3. The Elections Committee shall send copies of the 2022 Election Procedures (including the NOW Board Elections Complaint Form and the Code of Ethics Pledge for NOW Board Elections) to all candidates confirmed eligible by the District Nominating Committees by Tuesday, May 10.
4. The Elections Committee shall receive any complaints regarding these Election Procedures and determine if a campaign violation has occurred. Depending upon the severity of the violation, the committee may restrict a candidate's access to conference registration lists and/or the Candidates Forum at the national conference.
5. Election complaints must be submitted in writing to the Elections Committee using the 2022 NOW Board Elections Complaint Form. The committee will strive to resolve the issue within 5 business days of receipt of the completed Complaint Form.
6. If the Elections Committee finds that a campaign violation has occurred during the national conference, the committee may announce its findings at its discretion.

#### **V. Campaign Materials and Candidate Publicity**

##### **A. Information published on the NOW website**

1. Each confirmed eligible candidate may choose to submit, at least 60 days before the first day of the national conference (no later than Saturday, May 21), a biographical/platform statement of no more than 250 words and an electronic photograph to the Elections Committee and the NAC for publication on the NOW website.
2. The NOW logo may not appear on campaign literature or material except incidentally within a photograph of the candidate.
3. No campaign materials shall be placed in the conference virtual library other than 1) each District Nominating Committee's list of confirmed eligible candidates and 2) each confirmed eligible candidate's photos and biographical/platform statements as previously posted on the NOW website.
4. Biographical/platform statements may be updated after May 21 upon approval by the Elections Committee.

## **B. Electronic and social media communications by candidates**

1. Confirmed eligible candidates may begin distributing and displaying electronic and social media campaign materials after the Elections Committee receives and verifies that the candidate has submitted a signed 2022 Code of Ethics Pledge for NOW Board Elections.
2. All electronic and social media campaign materials must contain the following disclosure:  
*"Paid for and authorized by [name of individual and/or candidate, street address, email address and phone number]."*
3. Candidates shall provide the addresses of their campaign social media pages to the Elections Committee.
4. Electronic communications to NOW members should be used sparingly. Only confirmed eligible candidates may email, text, or call with campaign communications to NOW's leadership list and conference registration lists. The names, email addresses, and phone numbers of NOW members must be hidden from view at all times.

## **C. Written materials distributed by candidates at the conference**

1. All written campaign materials must contain the following disclosure:  
*"Paid for and authorized by [name of individual and/or candidate, street address, email address and phone number]."*  
The Elections Committee will confiscate any written materials that do not include this disclosure statement.
2. The NOW logo may not appear on campaign literature or material except incidentally within a photograph of the candidate.
3. No written campaign materials shall be placed in the conference packet other than (1) each District Nominating Committee's list of confirmed eligible candidates and (2) the biographical / platform statements posted on the NOW website.
4. No campaign materials may be displayed (except on the human body) or distributed within 30 feet of the entrance to the voting area or inside the registration, credentialing or voting areas at the conference.
5. No one may wear campaign materials or regalia while registering or credentialing conference participants, while serving as a conference plenary speaker or workshop presenter, or while working in the voting area as a member or volunteer of the Elections Committee.

## **D. Access to conference registration lists**

1. At least 60 days before the first day of the conference (no later than Saturday, May 21), the Elections Committee shall send each confirmed eligible candidate an electronic copy of the NOW leadership list, including local chapter officers, state chapter officers, and current national NOW board members and advisory members. The list shall include names, postal addresses, e-mail addresses, and telephone numbers where available.
2. At least 30 days before the first day of the conference (no later than Saturday, May 21), the Elections Committee shall send each confirmed eligible candidate an electronic copy of the national conference registration list. The list shall include names, postal addresses, e-mail addresses, and telephone numbers where available.

3. Working with NAC staff, the Elections Committee will strive to provide each candidate with weekly electronic updates (including names, mailing addresses, emails, and phone numbers) of conference registrants who live in the candidate's district and are eligible to vote in the NOW board election.
4. Only confirmed eligible candidates may send out written or electronic campaign communications to NOW's leadership list and conference registration list. Outside parties are prohibited from using these lists.

## **VI. Candidate Forums**

1. The NOW Board Elections Committee members and their designees shall moderate the district candidate forums at the conference.
2. Each forum shall include a Q&A session as well as an opportunity for each confirmed eligible candidate to speak at the outset and the closing.
3. The forum moderator shall assign time for Q&A as well as candidate statements, depending on the number of candidates. The moderator shall ensure equal time for all candidates to make their statements and respond in the Q&A session.

## **VII. Voting**

1. Voting for the 2022-2024 NOW Board of Directors will be conducted in person and by paper ballot only.
2. Only members in good standing whose dues are received by the national organization or its appropriate subunits at least 90 days prior to the conference (by Thursday, April 21) and who are duly registered, credentialed and in attendance at the conference shall be eligible to vote in the NOW board election. Each member in attendance shall have one vote.
3. Each NOW district will be provided with a separate voting room, monitored by a member or designee of the Elections Committee.
4. If there are more than three confirmed eligible candidates in a district, preferential voting shall be used.
5. If there are three or fewer candidates in a district, and they meet the requirements that 1) at least one of the three candidates is a person of color, and 2) at least two states are represented, then voting may be held by acclamation during the district's candidate forum if a motion to do so is made by a member in good standing of NOW and the district, and the forum participants approve the motion.
6. All voting rooms shall remain open for voting for a period of 1 hour. If any credentialed member is still in line at the close of the voting period, they will be allowed to vote.
7. At the close of the voting period, the Elections Committee shall collect all ballot boxes and count the votes.
8. The Elections Committee shall announce the vote count and election results at the beginning of the next plenary session.
9. After the vote count and election results have been announced, the Elections Committee shall seal the ballot boxes and retain all ballots, separated by district, for a minimum of six months. If any grievance is filed as a result of the board elections, the container and its contents shall be retained until any such grievance is resolved.



### **VIII. Media Guidelines**

1. NOW's policy statement regarding "Who Speaks for NOW" (adopted by the National Board in July 1978) must be observed.
2. In speaking with the media, board candidates and their supporters should remember that their words and social media posts create the world's impression of NOW. Campaign rhetoric that attacks NOW members or their motives should be avoided during interviews. Internal politicking should be avoided in front of reporters and journalists.
3. The NAC will strive to promote positive images of all candidates running for NOW office on a non-partisan basis.
4. The NOW Conference is neutral territory. No campaigning is permitted in the plenaries or breakout sessions. National NOW staff and volunteers are prohibited from campaigning (including wearing partisan buttons and paraphernalia) while identified as media workers. Anyone violating the neutrality of the press will be prohibited from working in that area.

### **IX. Candidate Code of Ethics Pledge**

1. Every confirmed eligible candidate must sign and return the 2022 Code of Ethics Pledge for NOW Board Elections to the Elections Committee by Wednesday, June 1.
2. The provisions of the Code of Ethics Pledge shall be enforceable by the Elections Committee in the same manner as the 2022 Election Procedures.
3. All candidates shall inform their supporters regarding NOW's 2022 Election Procedures and Code of Ethics Pledge and shall encourage their supporters to follow these procedures. Receipt of these documents by the candidates indicates that the candidates agree to abide by the election policies and procedures.

## **2022 Code of Ethics Pledge for NOW Board Elections**

As a candidate, I support NOW's commitment to truthful, fair, and clean campaigns for elected office.

**Assumptions:** I understand the importance of free, open, sincere, and intense debate in maintaining exemplary representative leadership. I believe that electoral campaigns are subject to unacceptable levels of negativism, attack advertising, and other practices which demean civil society. I understand that each candidate is fully responsible for fair and ethical practices by or on behalf of his or her campaign. These core values are fundamental to our members and are widely shared throughout NOW: honesty, fairness, respect, responsibility, and compassion.

**Principles of Fair Campaign Practices:** My campaign will be committed to the principles of honesty, fairness, respect for my opponent(s), responsibility, and compassion.

**Honesty and Fairness:** I shall emphasize my views, beliefs and experiences. I am committed to an open and public discussion of issues and presenting my record with sincerity and frankness.

**Respect:** I shall behave in a respectful manner toward my opponents and their supporters. I shall not use, or allow to be used, personal attacks, innuendo, or stereotyping.

**Responsibility:** I shall not knowingly or recklessly misrepresent my record or that of my opponents. I shall ensure that my campaign staff and campaign supporters will observe these principles of fair campaign practices. I take full responsibility for all advertising or other statements created or used on my behalf by members and supporters. I shall conduct my campaign with open and public discussion of the issues as I see them, presenting my record and policies with intensity, sincerity and frankness, and criticizing without fear and without malice the record and policies of my opponents. I will not condone or allow outside party advertising which does not meet the principles contained in NOW policy. If such practices are used by outside parties without my approval, I shall repudiate it immediately and publicly upon my knowledge of its occurrence.

**Compassion:** In the conduct of my candidacy, I shall show compassion at all times for my opponent(s). I shall remember that the campaign process is fundamental to representative democracy and that my behavior in the campaign affects the integrity of our organization.

Signed: \_\_\_\_\_

Candidate for: \_\_\_\_\_

Date: \_\_\_\_\_

**2022 NOW Board of Directors Election Complaint**

Name of person making the complaint; date of submission	
Date of alleged violation	
Nature of the violation ( <b>150-word limit</b> )	
Supporting evidence (PDF or hyperlink preferred)	
Impact and/or risk to the integrity of the election process	

Process:

1. Email the completed form to the Election Committee at [electionscommittee@now.org](mailto:electionscommittee@now.org).
2. The Election Committee will provide an opportunity for the accused candidate to respond.
3. The Election Committee will assess the complaint and the response and make a determination.
4. If the violation is determined to be valid, the determination will be available to any NOW member upon request.
5. The Elections Committee will strive to resolve the complaint within 5 business days of receipt of this completed form.