

Washington State Federation (WSF) Nominating Committee Procedures

Procedures

1. WSF Federation President sends pre-announcement of election/nominations email to Chapter Presidents alerting them in advance of nominations opening – announcement made by October 1 of the year preceding the WSF conference.
2. Nominating committee chair will prepare announcement to be submitted to chapters and all federation members NLT November 15, prior to the biennial WSF Conference, calling for candidates, qualifications, and statement for the federation electorate. WSF secretary/webmaster will publish the applications and instructions on the WSF website within five days of the announcement, including the Position descriptions of federation elected officers. Applications are due by COB January 10.
3. Chair receives applications and distributes them to committee members for vetting. Committee meets (in person or via phone/internet conference) to consolidate candidate list. Committee discussions and candidate selections must be completed NLT January 20. Send notification to NARFE Magazine with dates for ballot availability and voting cut-off NLT January 30.
4. Chair will prepare a consolidation of input of vetting by committee members and submit nomination recommendations and copies of the applications for elected offices to the WSF secretary and webmaster for posting and dissemination via WSF website and/or special Election edition of Federation Reporter, and on the www.narfewa.org website NLT January 30, allowing 8 weeks for membership voting.
5. Membership votes via Federation website www.narfewa.org on (GOOGLE SURVEY) or by mail. Votes must be submitted by April 1, prior to the biennial WSF Conference.
6. Chair tallies vote received and notifies WSF Executive Board of results by April 20.
7. Chair or representative of committee prepares report for the WSF Conference of process, tallies, issues, and recommendations for improvement for next election cycle.

**SAMPLE TO BE SENT TO CHAPTERS and ALL National and Chapter MEMBERS
BY WSF SECRETARY WITH WSF CONFERENCE INFORMATION**

**Opening of Nominations for the WSF Conference
2020-22 Washington State Federation (WSF) Election of Officers**

In order to facilitate preparing the slate of officers to be elected in 2020 and installed at the Washington State Federation (WSF) Conference, the Nominating Committee is requesting that potential nominees submit an Executive Officer Nominee Application Form.

The applications must be submitted to the committee chair no later than **January 10, 2020** to give the Nominating Committee an opportunity to accomplish a vetting process of the applicants to ensure that the candidates are qualified. A slate of candidates and their qualifications will be provided to each WSF member (chapter and national) on the federation website www.narfewa.org along with a ballot and voting instructions 90 days prior to the conference to enable members to evaluate the candidates and cast their vote.

The election ballots must be prepared, posted, and distributed (as necessary) prior to the Conference so it is imperative that the applications are received prior to January 10, 2020. The applications are to be mailed or emailed to:

**WSF Nominating Committee
c/o % Chair: Kathy Brooks (Chapter 32 – SPOKANE)
PO Box 4592, Spokane, WA 99220
kmbrooks06@msn.com**

These instructions and the application form will also be available on the WSF website (www.narfewa.org).

The Federation offices that will be up for nomination and election are: President, Vice-President, Secretary, and Treasurer.

WSF 2020-2022 Nominating Committee Members

Katherine Brooks (32)	509-624-9465	kmbrooks06@msn.com
Elaine Ferri (193)	360-653-2342	(notify via phone)
Linda Wallers (131)	360-606-9178	wallersl@yahoo.com
Bill Powers (181)	360-473-6301	powers@silverlink.net
Chris Slocum (238)	509-248-6377	newinfo1@charter.net (Attn: Mr. Rinker)

**SAMPLE OF 2010 LETTER SENT TO COMMITTEE MEMBERS FOR
VETTING**

Date

Please review these applications, I have asked 3 of you that have email to contact the listed references and look forward to your feedback via email to me at (email address) by January 15, 2020. Also, if any of you have additional insights regarding the nominees please let me know. We want to be confident that the candidates are qualified, have had no major problems and would be an asset to the organization. **Keep in mind your input is confidential.** I will put together a consolidation of input and submit our recommendations and copies of the applications to the WSF Executive Board **BoD?**. Let me know immediately if you are unable to fulfill this request.

Committee member 1– Please contact the references given for xxxxxx and contact his/her chapter president and/or District VP

Committee member 2 – Please contact the references given for xxxxxx and contact his/her chapter president and/or District VP

Committee member 3 – Please contact the references given for xxxxx and contact his/her chapter president and/or District VP.

Committee member 4 - Please contact the references given for xxxxxx and contact his/her chapter president and/or District VP.

Thanks for your help.