



## **National Participant Network (NPN)**

### **BOARD OF DIRECTORS ELECTION PROCESS**

**Timing.** Elections are held annually, in the late autumn.

**Who Can Run.** For Board positions, *a majority* must be held by people who utilize participant directed services. When a position opens, it will be identified by the NPN Executive Director as to which of the following may run for it:

1. An NPN state delegate who utilizes participant directed services or
2. An NPN state delegate who either utilizes participant directed services or is a family member or caregiver.

Available positions will be announced no later than 60 days prior to election by the NPN Executive Director via email, with alternative methods used for those without access to email..

**Declare Intention.** Candidates must declare their intention to seek a position on the Board of Directors at least 45 days prior to the election. Candidates may be self-nominated, or nominated by another delegate. Intention to run must be provided to the NPN Executive Director in written form, either via email or US Postal Service.

**Submit a Platform.** All candidates are requested to communicate with all NPN state delegates uniformly, as described below. Private, one on one campaigning is discouraged. Candidates are asked to prepare a campaign document commonly referred to as a “platform” to send to each NPN state delegate, facilitated by the NPN Executive Director. This platform will follow a prescribed format to allow for easy comparisons between candidates and will be limited to no more than 1000 words and may be fewer. In order to be considered for candidacy, individuals need to address the following:

Whether they receive services through a participant directed program

Also:

1. their experience with participant direction
2. previous experience with the NPN
3. previous experience in a leadership role
4. previous experience with advisory bodies/governance
5. previous experience with state participant-direction networks
6. personal strengths that would benefit NPN

7. their specific time availability for NPN activities
8. their vision for the NPN

Any additional information the candidate wishes to share within the space allocation is welcome. Any candidate who does not address the bulleted items will have their platform withheld from distribution until they are able to address those items. The NPN Executive Director can assist candidates to see what is missing on their platforms and answer any questions about the nomination process. Disadvantages related to late dissemination of platforms due to an incomplete or incorrect fulfillment of the platform will be borne solely by the candidate. Note that you may submit fewer than 1000 words if you prefer. Accommodations can be made for those who require assistance.

**Question and Answer Period.** After completed platforms are disseminated via the NPN Executive Director to all state delegates, there will be a question and answer period between NPN state delegates and all candidates for two weeks. All questions and answers must be shared between all candidates and all state delegates, through the NPN Executive Director.

**Teleconference.** Approximately one week prior to the election, the NPN will host a teleconference or webinar for all state delegates and candidates to make any final comments or address any additional questions and answers. After this teleconference/webinar, campaigning ends to give time for those NPN state delegates who rely on US Mail to receive all information prior to the election.

**Voting.** Voters are those active NPN state delegates in good standing, as defined in member documents. Voting will be held electronically, except where state delegates do not have access to e-communication (and in that case mail-in voting will be used.) One vote per delegate will be tallied by the NPN Executive Director. In order to be elected, a candidate must receive the majority (most number) of votes cast. In the event that a candidate is running uncontested, that candidate must receive a minimum of 60% of the votes cast. Voters have the option to decline a candidate running for office unopposed..

In the event of a tie, there will be another four day period of campaigning between the tied candidates, to follow the format described above for written platforms and questions/answers. After that period, a tie breaking election will be held between the tied candidates. All state delegates in good standing will be the voters. In the unlikely event of a second tie, 5 state delegates will be selected at random to serve as the final tie-breaking voters.

Results of the election will be shared no later than 2 business days after final elections, by a simple announcement via email of who has been elected. (For those without access to email, notice will be provided via phone.) No one will have access to the exact number of votes for each candidate unless a grievance is filed. Such grievances must be filed no later than 30 days after a completed election. All voting will be kept confidential, and kept on file by the NPN Coordinator for a period of no less than four years.

**Transition Period.** There is to be an overlap of outgoing/incoming members of the Board of Directors, for the purpose of smooth transitioning, for a period of three months after the election. Outgoing/incoming members of the Board of Directors will be paired for this purpose, and all will participate in all meetings/events for that time frame. Individuals who are elected are required to participate in an orientation and training with existing leadership.

**Terms.** Terms are for three years, with the exception of the 2012 election, while the NPN is setting up appropriate rotation of Board of Directors positions. Terms are to be staggered to ensure continuity of senior leadership. No one may serve two consecutive three-year terms.

Approved NPN April 2010  
Revised by NPN Board September 2012