



Election of ADI North America Regional Chapter Board Members

Attention Executive Directors

ADI North America Regional Chapter encourages members who are interested in serving on the North America Regional Chapter Board, to read through the expectations and requirements listed below to run for election to a ADI NA Board Member position. ADI NA urges members who wish to be considered for a Board Member position to complete the attached nomination packet.

What is involved in being an ADI North America Regional Chapter Board Member?

1. During the time between the annual ADI Conference/Business meetings, Board members have overall responsibility for the running of ADI North America Regional Chapter. The ADI NA Regional Chapter Board meets monthly via video conference calls.
2. The board consists of nine (9) Board member positions, three of whom have officer roles – President, Vice President, and Secretary.
3. Board Member Terms are four years with the ability to run for two consecutive terms before requiring to sit out a minimum of one year.
4. All members of the Board are expected to take on specific duties to support the work of ADI North America Regional Chapter. This might include being an officer of the board, Committee Chair, helping to organize a conference/webinar, leading specific initiatives, etc.
5. Board members must be prepared to give appropriate amount of time to undertake ADI NA work and are expected to attend Board meetings at the ADI North America & ADI Conferences.
6. Board members must be an ED, CEO or a person in a senior management position within the ADI Accredited member's organizational structure, with the authority to act and allocate resources on behalf of their organization.

The Election Process

Nominations are now being sought from prospective accredited members of ADI NA. An election will be held via Survey Monkey and the results announced at the upcoming virtual ADI NA general business meeting. We hope that this process will give potential ADI NA Regional Chapter Board members early notice of the election and will encourage people who are qualified to submit a nomination packet.

There is a total of nine (9) ADI North America Board of Director members. Per the attached summary there are currently 2 current North America board members standing for re-election to a second term.

If you would like to know more about being a member of the North America Regional Chapter Board and/or if you would like to submit a nomination packet, please email questions or a completed nomination packet to chris@assistancedogsinternational.org by August 21, 2020.

See attached "Nomination Procedures for ADI North America Regional Chapter Board"

Nomination procedures for voting for the ADI North America Regional Chapter Board

The ADI North America Chair of the Nominations will send the notice calling for nominations. This request will be sent to all ADI North America Accredited members by e-mail. This notice will indicate how many positions are open and the length of each term.

1. Nominations are only accepted from Accredited members. Per ADI Bylaws Article V:

Each director shall be at least 21 years of age, and shall be the Authorized Representative of a Regional Chapter or in the case of an At-Large Member, the Authorized Representative of a Member.....The Authorized Representative of a Member is the person authorized by a resolution of the Member's Board of Directors that (i) the Member approves the candidate's candidacy and (ii) attests that the candidate occupies the Executive Director or another management position within the Member's organizational structure with the authority to act and allocate resources on behalf of Member.....The term will be a (4) four-year period and can be extended only once for the same duration. The time served replacing another Director is not part of the above mentioned (4) four- year terms. A past Director may be eligible for re-appointment or election after a minimum one (1) year absence from office. Terms shall be staggered

2. Each nomination packet must contain:

a. A completed **Nomination Form**.

b. A **Resolution Letter** from the ADI Accredited Member's board of director's president approving the candidate's nomination and attests that the candidate occupies a management position within the member's organizational structure with the authority to act and allocate resources on behalf of the ADI Accredited Member organization.

c. Biography - A written statement indicating that the candidate wants to run for the board as well as a single page summary of the candidate's position statement and qualifications for serving on the ADI NA Regional Chapter Board.

d. Photo (optional)

3. The nomination packet should be received by the ADI Executive Director via **e-mail format by the deadline of August 21, 2020**. The nomination packets will be sent by e-mail within 3 business days to the Nomination Chair of the ADI NA Board. The Nomination Chair will then bring the election slate to the ADI Board for approval. If the number of packets received are insufficient to hold an election, or the ADI NA Board feels the candidates nominated do not fairly represent the demographics of the membership (i.e. unbalanced representation), the membership will be notified that additional nominations will be accepted. These additional nomination packets will be accepted, following the same procedure, up to 15 calendar days prior to election date.

Voting Timeline:

- **July 14, 2020**: ADI NA Board Election Announcement to Accredited Members and invite nominations.
- **August 21, 2020**: Complete Nomination Packets Due to ADI Executive Director at chris@assistancedogsinternational.org.
- **August 24, 2020**: E-mail nomination packets to the Nomination Chair for review.
- **September 1, 2020**: ADI NA Board approves slate of nominees for election.
- **September 28, 2020**: Survey Monkey election ballot sent via email to all ADI NA Executive Directors.
- **October 2, 2020**: Deadline to complete Survey Monkey ballot.
- **October 6, 2020**: Announcement of election results at virtual annual general meeting of ADI NA members.
- **October 30, 2020**: Election results emailed to all ADI NA members and candidates via ADI ENewsletter.



Assistance Dogs
INTERNATIONAL

Assistance Dogs International

2020 ADI North America BOARD MEMBER NOMINATION FORM

I _____, Executive Director, CEO or equivalent of
Name

ADI Accredited Member Organization name

which is an Accredited member of Assistance Dogs International, North America, wish to put my name forward to stand for election to the ADI North America Regional Chapter Board of Directors.

I understand elections for the two (2) four-year term board member positions will be held on October 6, 2020 at the ADI NA General Business Meeting.

Signature

Date

The following items must be submitted with the North America Board Member Nomination Form in order to be considered a candidate to run for a regional chapter board member position.

- a. A completed **Nomination Form**.
- b. A **Resolution Letter** from the member's board of director's president approving the candidate's candidacy and attests that the candidate occupies a management position within the Member's organizational structure with the authority to act and allocate resources on behalf of the Member organization.
- c. **Biography** - A written statement indicating that the candidate wants to run for the board as well as a single page summary of the candidate's position statement and qualifications for serving on the board.
- d. **Photo** (optional).

Completed nomination packets must be e-mailed to chris@assistedogsinternational.org no later than August 21, 2020.