

NOMINATIONS PROCESS FOR NATIONAL ASSOCIATE CHAIRMAN

Approved by the NAHB Board of Directors on 6/18/21

A. Criteria for National Associate Chairman Eligibility

The qualifications for National Associate Chairman are stated in the NAHB bylaws (Article VII, Sec. 2). To summarize:

Each National Associate Chairman:

1. Shall be, and must remain during the term of office an Associate Member in good standing (this also applies to each candidate for the office); and
2. Shall have served, prior to election, not less than one (1) full term as a member of the Associate Members Committee or as a trustee of the NAHB Leading Suppliers Council, or for one (1) term as a Delegate of the NAHB Leadership Council or, as a Director of the NAHB Board of Directors; and,
3. Shall have been found by the NAHB Nominations Committee in its opinion to have demonstrated leadership ability in the service listed in item number 2, above.

In addition, each National Associate Chairman:

4. May not, during the term of office, or while a candidate, concurrently serve in any of the following Associate Members Committee leadership roles: Chairman, 1st Vice Chairman, 2nd Vice Chairman, and/or BUILD-PAC Associate Vice Chairman.
5. Shall have been found by the Associate Members Committee's Governance Subcommittee* to have met the eligibility requirements stated in items #1 and 2 above.

B. Term

Pursuant to the NAHB bylaws, there are two (2) National Associate Chairmen. Each National Associate Chairman shall serve for a two (2)-year term. The National Associate Chairmen shall serve staggered terms, so each year, one National Associate Chairman shall be elected by the Leadership Council.

C. Nomination Process

All National Associate Chairman nominations must be made through the process as described in item D. The vote on the approved candidates will take place at a separate meeting prior to the Associate Members Committee meeting and the National Area/Associate Chairmen meeting held in conjunction with the International Builders' Show. All eligible voters must attend the meeting in order to vote, either in-person or via the official virtual meeting platform, if applicable. The time and place to be determined by NAHB staff, with the election to occur during the Third Leadership Meeting held in conjunction with the International Builders' Show. Although the meeting will be a separate meeting from the Associate Members Committee meeting, all rules regarding a meeting of the Committee, including quorum requirement, will still apply.

D. Person Interested in Becoming a Candidate for National Associate Chairman

1. At the completion of the Third Leadership Meeting held in conjunction with the International Builders' Show, and after the election for National Associate Chairman for the new two-year term, any Associate member interested in running for the position of National Associate Chairman may express their interest in becoming an approved candidate to other individuals one-on-one.

2. Applications will be available for all Associate members interested in running for the position of National Associate Chairman. Notification of election, eligibility requirements (this document) and applications will be listed on NAHB.org/Associates, Associates Facebook Group, and shared through other social media avenues.

a. Applications

- (i) All applications must be submitted and received by NAHB staff (Associate liaison) no later than thirty (30) days after the completion of the Spring Leadership Meeting (the first leadership meeting of the new leadership year).*
- (ii) All applications will be reviewed by the Associate Members Committee Governance Subcommittee of the current year. The Subcommittee is tasked with the responsibility of ensuring the potential candidates meet the requirements as outlined in item A "Criteria for National Associate Chairman Eligibility" of this document.*
- (iii) Applicants will be notified of the decision as to their application to be a qualified candidate to seek election in the National Associate Chairman election for nomination to the Leadership Council. If they are approved as a qualified candidate for the expiring seat, they will be supplied with a list of current (at that time) eligible voters and their available contact information as is available to NAHB staff. Notification will occur no later than sixty (60) days after the completion of the Spring Leadership Meeting. An updated list of eligible voters will be provided to all candidates thirty (30) days prior to the vote.*

Note: Associate Members Committee Governance Subcommittee shall consist of at least the current Associate Members Committee Chairman, 1st Vice Chairman, 2nd Vice Chairman and the two current National Associate Chairmen. The Associate Members Committee Chairman may appoint others as they see fit.

E. Campaigning for the Election

- 1. Approved candidates for the office of National Associate Chairman may begin campaigning immediately upon announcement of their approved candidacy which will occur 60 days following the Spring Leadership Meeting.
- 2. Candidate(s), at their own expense, may set up a campaign website, video conference, virtual meetings, emails, Facebook page, LinkedIn profile, and/or other social media outlets to introduce themselves to eligible voters in the election. At no time will any NAHB social media platforms be used for campaigning or discussion of the candidates.

F. Conduct of the Election

Pursuant to the NAHB bylaws, a quorum must be present at a committee meeting in order to transact committee business, including an election.

Two (2) members of the Credentials Subcommittee attend the Associate Members Committee meeting to keep time and count votes. If there is more than one (1) candidate, each candidate may select a non-voting member to observe and verify the vote counting. The Associate Members Committee Chair will preside over the Associate NAC election.

If more than one candidate, names of candidates will be written down on separate pieces of paper, and then drawn from a container to determine the order of presentations. First name pulled goes first, and so on. All candidates may give a five (5) minute speech at the election meeting. The vote will be conducted by ballot, unless there is only one (1) candidate seeking election to the position of National Associate Chairman. In the case of only one candidate, the vote may be conducted by a vote of acclamation, if so moved for by the body.

Those who may vote on the Associate NAC nomination:

In order to be eligible to vote, an individual must belong to one of the below categories and must be an associate member in good standing. In addition, the individual must be physically present and/or (if applicable to a given meeting) be participating on the virtual platform designated by NAHB for the meeting where and when the vote takes place. No proxies are permitted.

1. Current members of the Associate Members Committee.
2. Current and past National Associate Chairmen who are associate members.
3. Current delegates of the NAHB Leadership Council who are associate members.
4. Current directors of the NAHB Board of Directors who are associate members.

A candidate, if currently a member of the Associate Members Committee, or belonging to one of the other above categories, may vote. Each eligible individual shall be entitled to one (1) vote, regardless of whether the person qualifies as eligible to vote under more than one of the above categories.

A list of all current eligible voters will be provided by the NAHB Office of the Corporate Secretary to the staff liaison for the Associate Members Committee thirty (30) days before the vote. These eligible voters shall be notified of the upcoming election meeting by email. All current candidates shall be listed and copied on the email. Notification will also be posted on nahb.org/Associates and in the NAHB Associates Facebook Group.

If the vote results in a tie, there will be up to a five (5) minute Q&A period in which the Chairman of the Associate Members Committee asks a question (the same question) of all candidates, who answer in turn. The question will be predetermined by the Associate Members Committee and the Associate Members Committee Governance Subcommittee. Each candidate shall answer the question posed. At the conclusion of the Q&A a vote will be conducted by ballot.

60 Days Prior to the Vote

Staff works with the Office of the Corporate Secretary to arrange for two (2) members of the NAHB Credentials Subcommittee to attend the special meeting where the vote will take place to keep time and count votes.

G. International Builders' Show Leadership Council Meeting (IBS)/Annual Meeting

The nominee for Associate NAC is presented for election to the NAHB Leadership Council at its annual meeting held in conjunction with IBS. Installation also takes place at that Leadership Council meeting.

H. Vacancy

In the event a National Associate Chairman position is not filled at the regular annual meeting of the Leadership Council or a vacancy occurs as described in the NAHB bylaws, the most recent National Associate Chairman shall be asked to accept an appointment to finish the vacant term. In the event that the most recent past National Associate Chairman is unable to serve, then it shall be offered to the next past National Associate Chairman, and so on, until such time that a past National Associate Chairman shall accept the appointment to the vacated position. An individual proposed for a vacancy appointment shall be found by the Associate Members Committee Governance Subcommittee to meet the criteria as established to serve as National Associate Chairman and shall be found by the NAHB Nominations Committee to have demonstrated leadership ability in their service. The Associate Members Committee will recommend the chosen individual to the NAHB Chairman of the Board for appointment to serve the unexpired portion of the term, pursuant to the NAHB bylaws.

I. Changes to Nominations Process

The Associate Members Committee Governance Subcommittee shall consist of at least the current Associate Members Committee Chairman, 1st Vice Chairman, 2nd Vice Chairman, and the two current National Associate Chairmen. The Associate Members Committee Chairman may appoint additional members to the Subcommittee as that person sees fit.

It is the responsibility of the Subcommittee to oversee the National Associate Chairman election, and in the event that the "Nominations Process" must be revised, the Subcommittee shall make recommendations to the Associate Members Committee. The Associate Members Committee will review any proposed revision(s) to the process recommended by the Subcommittee. All proposed changes to the process approved by the Associate Members Committee need to be submitted to the NAHB Board of Directors for approval.

**Associate Members Committee's Governance Subcommittee subject to approval.*