NOMINATIONS PROCESS FOR NATIONAL ASSOCIATE CHAIRMAN

Approved by the NAHB Board of Directors 10/23/20

A. Criteria for National Associate Chairman Eligibility
The qualifications for National Associate Chairman are stated in the NAHB bylaws (Article VII, Sec. 2). Pursuant to the NAHB bylaws:

1. He or she shall be, and must remain during the term of office an Associate Member in good standing; and
2. He or she 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. He or she shall be found by the Nominations Committee in its opinion to have demonstrated leadership ability in such service.

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.

C. Nomination Process
All National Associate Chairman nominations must be made through this process. The vote on the nomination will take place at the Associate Members Committee meeting held in conjunction with the International Builders’ Show.

1. 150 days prior to vote

Executive Officers from affiliated state associations and Executive Officers from affiliated local associations in jurisdictions with no affiliated state association are notified about the upcoming National Associate Chairman (also referred to herein as “Associate NAC”) nomination process.

2. 120 days prior to vote

The Associate NAC nomination forms are distributed to the above-described EOs and also are posted on NAHB.org. Each affiliated state association may nominate one (1) candidate. In each jurisdiction without an affiliated state association, one (1) candidate may be nominated, and the affiliated local associations in that jurisdiction should decide on the candidate.

3. 90 days prior to vote

All applications from potential nominees for National Associate Chairman shall be reviewed by assigned Associate Members Committee NAHB Staff personnel. Applications shall be reviewed for completeness, including that any required documentation is attached. Applicants who submit incomplete applications shall be notified and given an opportunity to complete the application
and resubmit it within three (3) business days. If an application is not resubmitted in complete form by the deadline, that individual's name shall not be included as a potential nominee on the ballot.

4. 60 days prior to vote

Staff works with the Office of the Corporate Secretary to arrange for two (2) members of the NAHB Credentials Subcommittee to attend the meeting of the Associate Members Committee to keep time and count votes.

5. 30 days prior to vote

Beginning thirty (30) days prior to the election meeting candidate(s), at their own expense, may set up a campaign website, Facebook page and/or LinkedIn profile in order to introduce themselves to the members of the Associate Members Committee. At no time will any NAHB social media platforms be used for campaigning or discussion of the election. The use of video conferencing will be at the discretion of the Associate Members Committee.

6. 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 may preside over the Associate NAC election unless he/she is a candidate, in which case the Vice Chair presides over the election.

A coin toss(es) is used to determine the order of presentations. All candidates may give a five (5) minute presentation followed by a ten (10) minute question and answer period, at the close of which the Committee may vote to allow an additional three (3) minutes to each candidate. Members of the Associate Members Committee may ask questions.

The candidates then leave the room. The Associate Members Committee confers for up to a fifteen (15) minute discussion period. If during the discussion period, committee members have questions for which answers are not apparent, candidates may be asked to return to the room to answer the question.

After discussion, the candidates return to the room and the vote is conducted by ballot.

Those who may vote on the Associate NAC:

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;
individual must be in attendance per NAHB guidelines for the particular third Leadership Meeting of the year (IBS) to be eligible to vote.

1. Current members of the Associate Members Committee.
2. Current and past National Associate Chairmen.
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 list of all 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.

A candidate, if he/she currently is a member of the Associate Members Committee, or belongs 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.

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 of both candidates, who answer in turn before moving on to the next question, if time allows. At the conclusion of the Q&A a vote will be conducted by ballot.

**D. 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.

**E. 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 Associate Members Committee will review that year’s original pool of candidates for continued eligibility and recommend a qualified new candidate for National Associate Chairman to the NAHB Chairman of the Board for approval to serve the unexpired portion of the term, pursuant to the NAHB bylaws.

**F. Changes to Nominations Process**

The Chairman of the Associate Members Committee may form a working group to review this nominations process. The Associate Members Committee will review any proposed revision(s) to the process recommended by the working group. All proposed changes to the process approved by the Associate Members Committee need to be submitted to the NAHB Board of Directors for approval.