

NAMI Elections 2021

Executive Director Council (EDC) Elected Director Information for Candidates & Nominators

NAMI Board service is an honor and a privilege. For those who earn the opportunity, NAMI Board service must be a top volunteer priority. NAMI Board members must commit to do the following:

- Understand and protect the fiduciary health of the organization;
- Understand and adhere to the legal and fiduciary responsibilities of a nonprofit board;
- Serve a three-year term, with the opportunity to serve two consecutive terms if reelected;
- Attend quarterly meetings of two to three days' duration in Arlington, Virginia (note that due to COVID-19, meetings are currently being conducted virtually via videoconference);
- Dedicate time weekly to NAMI Board service, which may include the following:
 - Service on three standing committees
 - Conference calls
 - Other work groups as needed
 - Travel for Board and other meetings; and
- Make what the individual believes to be a significant financial contribution to NAMI, on an annual basis.

See the [NAMI Board's Open Letter](#) for a more complete discussion of the skills and expertise that are desired for NAMI Board service.

Nominations: Nominations are being accepted for candidates from the Executive Director Council (EDC) for election to the NAMI national board of directors in July of this year. One (1) candidate will be elected to serve for the standard three-year term.

Board nominees must be current NAMI members and hold the position of Executive Director at a NAMI Affiliate or NAMI State Organization in good standing. Nominations may be made only by a current member of the EDC, and must have a second from another council member. Members may NOT self-nominate, nor may they second their own nominations.

Nominations must be received by NAMI **no later than Monday, May 24, 2021 at 11:59 p.m. ET** (60 days prior to the NAMI annual meeting) and addressed to:

voting@nami.org

OR

NAMI

Attn: Elections 2021

4301 Wilson Blvd., Suite 300

Arlington, VA 22203

Nominations must be made in writing and include the name of the person making the nomination and the person seconding the nomination. Nomination letters via e-mail may be submitted to voting@nami.org if electronically signed, or scanned with real signatures.

In addition to the letter of nomination, nominators must complete the online 2021 Nominator Questionnaire. Nominators will receive an email with a link to complete the online questionnaire once the nomination letter signed by the nominator and the council member serving as the second to the

nomination has been received and the candidate's membership has been confirmed by NAMI. The questionnaire must be completed before a nomination can be considered accepted. Please plan to spend up to one hour completing the questionnaire. **The deadline to complete the full nominating process outlined above is Monday, May 24, 2021 at 11:59 p.m. ET.**

Summary of NAMI Board Candidate Responsibilities:

- 1) **Has been formally nominated and seconded** by current members of the EDC and the nomination has been submitted to NAMI. A nomination consists of (a) a letter of nomination signed by both EDC members putting forward the nomination; (b) a Nomination Questionnaire completed by the nominator using the online platform, Survey Monkey, and (c) verification from NAMI that the candidate is an active NAMI member and current Executive Director at a NAMI Affiliate or NAMI State Organization. **If all these items are not complete and held by NAMI by Monday, May 24, 2021 at 11:59 p.m. ET, the candidate will not be eligible to stand for election.**
- 2) **Has completed the online 2021 Candidate Questionnaire no later than Wednesday, June 2nd at 5:00 p.m. ET.** Candidates will receive an email with a link to complete the Candidate Questionnaire using Survey Monkey once their nomination is complete and accepted (see above). This process allows NAMI to confirm the candidate's willingness to:
 - a) be a candidate and to serve if elected;
 - b) be the subject of a criminal background check and professional certification/educational verification. *Please see below for more details on this requirement.*
 - c) provide current and accurate contact information to be used during the elections process;
 - d) self-disclose any current public office or current membership on the governing board of any for-profit or not-for-profit organization and any employment with NAMI, NAMI State Organizations or NAMI Affiliates; and,
 - e) commit to disclosing for yourself and immediate family (spouse, civil or domestic partner, parents, dependent children, siblings) any employment, business or other financial interest that involves NAMI, any NAMI Affiliate or NAMI State Organization, or any other person or entity providing goods or services for payment that are related to mental health care;
 - f) commit to upholding the NAMI Board policy "Fairness in Process", located on page 60 section 6.7.4 of the [NAMI National Board Operating Policies and Procedures](#); and,
 - g) complete the 2021 Candidate Questionnaire that will be used to develop the candidate profile presented to the Council membership.
 - i) The information provided in the Nominator Questionnaire and the Candidate Questionnaire will both become part of the candidate portfolio.
 - ii) In support of NAMI Standards of Excellence, candidates are expected to adhere to [NAMI's Style Guide](#) in responding to the Candidate Questionnaire. Statements may be edited for format and accurate use of NAMI programs and other terms that fall within NAMI's protected intellectual property. Candidates will be afforded the opportunity to review their profile to ensure the substance being presented about them is accurate before NAMI considers the profile final.
- 3) **Provide an updated, current resume or curriculum vitae (CV)** showing all relevant work and volunteer experience that can also provide information to the Board and the membership in relation to your candidacy.
- 4) **Provide a high-resolution photograph electronically** (jpeg preferred; no less than 1 MB) suitable for use in the council candidate profile. We will confirm suitability of photos and may seek a

replacement if our team determines that your photo will not reproduce well. We want you to look good!

Electronic submission of all materials is required, including the photograph. Candidates will receive instructions on the submission of materials after they are nominated.

Confidentiality of Information

NAMI will keep confidential the results of the criminal background check.

The results will only be made available to staff who oversee the elections and members of the Board of Directors. The candidate may be invited to speak to a board workgroup about information in the background check. The results of the background check will not be presented to the voting membership.

Information contained in the background check **will not disqualify** an individual from being a candidate or a board member. If a candidate with a criminal background is elected to the board, their background may inform their committee appointments. For example, an individual with a history of financial crimes may not be assigned to the Finance Committee. This would be done to protect against a semblance of impropriety and manage risk.

Within 90 days following the NAMI election, information from the criminal background check of candidates will be deleted from NAMI systems and no additional records will be kept. The only exception is that the background check of an individual that is elected to the board will be kept on file.

The information from the professional certification/educational verification will be used to confirm that information on these topics that candidates wish to have presented to the voting membership is true and accurate.

Candidate Information Conference Call

Shortly after the close of nominations process, once the candidates for the EDC-elected seat are determined, all candidates are expected to join a Candidate Information Conference Call for a review of election policies and procedures – and for answers to any questions candidates may have. The date and time of the call will be communicated in May.

Candidate Visibility

In addition to the candidate profiles, candidates will have an opportunity to record a 5-minute speech that will be distributed to all members of the EDC.

Campaigning

NAMI has a “no campaigning” policy for candidates to maintain decorum in NAMI elections and retain a “level playing field” for all candidates. Candidates may not directly solicit members for support, or use their personal social media platforms or those of NAMI organizations to advertise and promote their candidacy, or allow any other individual or organization to do so on the candidate’s behalf. Candidates are expected to demonstrate their leadership by upholding this policy themselves and by intervening promptly in the event that their supporters may act outside the spirit of the policy.

In the event that candidates do not uphold this policy, NAMI may impose limitations on the promotion of an individual's candidacy. These limitations shall be determined in the sole discretion of NAMI and may include, but not be limited to: informing voting entities of campaigning violations, reducing and/or eliminating candidates in violation access to approved venues to reach voting members.

Collegial Culture

The NAMI Board seeks to establish and maintain a collegial culture that enables vigorous debate and ensures respect for the diversity of thought and experience that make the Board the rich environment that it is. All Board members share responsibility for upholding that culture.

The NAMI Board of Directors expects professional and respectful behavior of all its members as they carry out their duties in service to the NAMI mission. This policy is set forth in recognition of the fact that representatives from NAMI State Organizations and NAMI Affiliates which nominate individuals for board service, and individuals who accept nomination for board service, have a unique and important role in furtherance of this culture and the organization's mission.

The following list, while not exhaustive, articulates expectations that NAMI Board Members have of themselves.

- Recognize that the chief function of NAMI at all times is to serve the best interests of our diverse constituency.
- Serve with respect, concern, courtesy, and responsiveness in carrying out the organization's mission.
- Demonstrate the highest standards of personal integrity, truthfulness, honesty, and fortitude in all our activities in order to inspire confidence and trust in our activities.
- Act in such a manner as to uphold and enhance personal and professional honor, integrity, and dignity of the organization.
- Treat with respect and consideration all persons, regardless of race, religion, gender, abilities or disabilities, age, sexual orientation, or national origin.
- Engage in carrying out NAMI's mission in a professional manner. To collaborate with and support other professionals in carrying out NAMI's mission.
- Devote time to learn how NAMI functions—its uniqueness, strengths, and needs, its reputation and standing.
- Prepare carefully for, regularly attend, and actively participate in election related meetings and activities.
- Refrain from actions and involvement that might prove embarrassing to the institution and to voluntarily discontinue candidacy if such actions or involvement develop.

All nominators and candidates will be asked to sign this policy in their respective questionnaires.

Thank you for joining us in another exciting election season!

Questions? → Voting@nami.org