



UMES NATIONAL ALUMNI ASSOCIATION Nomination Guidelines

This guide is designed to help you nominate (or re-nominate) a person for an Office on the UMES NAA Executive Board.

WHO CAN MAKE A NOMINATION?

It is not appropriate to nominate yourself for an executive board position, and such nominations will not be considered.

Any active alumni can nominate a person that is worthy of a position on the UMES NAA Executive Board. The nominator must complete the nomination form.

If you are accessing this document through the UMES NAA website (www.umesnaa.org), the document will be listed under events on the website.

If you are reading this document via hardcopy and/or the PDF version, the nomination form guidelines are located at the beginning of the document. **Completed nomination forms must be postmarked for return via mail by Feb 15, 2022, 11:59 PM EST to:**

**UMES NAA Nominating Committee
C/O Natasha Ross, Chairperson
Washington Metropolitan Area Alumni Chapter
P.O. Box 7049
Capitol Heights, MD 20791
Email: umes.naac2022@gmail.com**

Upon the receipt of your nomination form, a short citation on your nominee will be prepared by the Nominating Committee as per the information provided and the nominee's feedback. This will be presented to the UMES MEMBERSHIP.

COMPLETING THE NOMINATION FORM

Please complete the form completely and accurately. You must provide as much factual, relevant information as possible about your nominee and the reasons for which recognition is sought.

Describe what is special about your nominee's achievements and what they have done to deserve an Office. Tell the story of how they have made a difference in their community or field of work and indicate their longevity of service. Show how they have demonstrated innovation or entrepreneurship, improved the lives of others, or exemplified selfless voluntary service.

You may list your nominee's occupation and positions held in organizations. Be specific about the achievements that make them stand out above and beyond their peers.

Nominations should be made while the nominee is still active if possible.

Support letters add depth to the nomination and validate your nominee's character and achievements.

You may use additional sheets, but please ensure you include the nominee's name on each page. Please **DO NOT** send in examples of the nominee's work such as DVDs, photographs, or books.

A person that is an alumnus and is employed by UMES cannot be nominated for the President's position as it would pose a Conflict of Interest.

SUBMITTING THE NOMINATION

If the nomination is successful, nominees are formally asked by the Committee Chairman, on behalf of the President of the National Alumni Association whether they accept or decline the proposed office. Sometimes the reason your nominee does not appear on the list is that he or she may have declined the nomination.

MAKING ADDITIONS OR CHANGES TO THE INFORMATION SUBMITTED

You may send additional information to support the nomination at any time. We will ensure that it is considered with the existing papers.

Please advise the Nominating Committee if there have been any changes to the nominee's details or any other information supplied on the nomination form. **You must notify the Nominating Committee immediately if your nominee dies or becomes incapacitated and is no longer capable of holding the nominated office. A posthumous award cannot be made.**

CONFIDENTIALITY

All nominations for Office are treated in the strictest confidence. No information regarding the nominee or the details of the nomination is divulged.

THE NUMBER OF EXECUTIVE BOARD POSITIONS AWARDED

The number of officers available is strictly limited for each list. Not everyone can receive recognition, no matter how worthy their accomplishments. It is important to realize that a nominee will not automatically follow a nomination.

OFFICES UP FOR NOMINATION

President
First Vice-President
Second Vice-President
Third Vice-President
Fourth Vice-President
Corresponding Secretary
Recording Secretary
Treasurer
Financial Secretary
Sergeant-At-Arms

*Please reference the UMES NAA Bylaws (page 6 of 18) for the duties of the offices up for nomination as referenced above.

The Parliamentarian will be appointed by the President.

Nominating Committee members

Natasha Ross, Chairperson
Kun Ye Booth
Herbert Thompson



**University of Maryland Eastern Shore National Alumni Association
2022 Nomination Form**

Please read the accompanying nomination guidelines before completing this form.

Section 1- Information about the nominator - the person making the nominations

Personal Details * Required details

Title *	
First Name *	
Surname *	
Current NAA Status	<input type="checkbox"/> Financial <input type="checkbox"/> Not Financial
Relationship to the nominee *	

Contact Details

Street Address *		Postal Code *	
Apartment #*		Home Phone	
City/Town *		Mobile Phone	
State *		Email Address	

Section 2 - Information about the nominee - the person you are nominating for NAA Office

Personal Details * Required details

Title *			
First Name *			
Surname *			
Current NAA Status	<input type="checkbox"/> Financial <input type="checkbox"/> Not Financial	Office Nominated For	<input type="checkbox"/> President <input type="checkbox"/> First Vice-President <input type="checkbox"/> Second Vice-President <input type="checkbox"/> Third Vice-President <input type="checkbox"/> Fourth Vice-President <input type="checkbox"/> Corresponding Secretary <input type="checkbox"/> Recording Secretary <input type="checkbox"/> Treasurer <input type="checkbox"/> Financial Secretary <input type="checkbox"/> Sergeant-At-Arms

Contact Details

Street Address *		Postal Code *	
Apartment # *		Home Phone	
City/Town *		Mobile Phone	
State *		Email Address	

Section 3 - The nomination details – Please complete all the sections below

Describe the professional and community service achievements of the nominee:

Describe the nominee’s qualifications for the office they are seeking:

Positions or offices held by the nominee

Please list the offices held by the nominee in UMES NAA, community, and/or professional organizations.

Organization	Position	From (date)	To (date)

Please Mail this form to:

UMES NAA Nominations Committee
C/O Natasha Ross, Chairperson
Washington Metropolitan Area Alumni Chapter
P.O. Box 7049
Capitol Heights, MD 20791

Nominator signature: _____

Date: _____

Nominating Committee Members

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