



National Council of Jewish Women

## **INFORMATION ABOUT THE NCJW NATIONAL NOMINATING COMMITTEE**

According to a change in the NCJW, Inc. bylaws adopted in March 2008, the National Nominating Committee (NNC) will include two (2) delegates and four (4) alternates representing section presidents/leaders\*. Eligible members are invited to apply for these seats on the committee, which plays a critical role in the process of selecting NCJW's national leadership each triennium. Charged by the bylaws with overseeing a selection process for these section leader reps and alternates to the NNC, the Standing Committee on Nominations (SCN) has prepared this application package according to a process adopted by the section leaders through a referendum in May 2009. Also in accordance with this process, these seats will be filled through an email referendum of section leaders.

The deadline for receipt of applications is March 31, 2010.

\* "Section leader" refers to the person who serves individually as or the persons who share in the top level of leadership in a section. Typical titles include: president, co-president, or presidium member.

### **Who is eligible?**

Section presidents, presidium members or other top level section leaders may serve in the section leader NNC seats **ONLY IF** they will hold a top position at the time the NNC meets, November 13-15, 2010. Excluded are current national NCJW board directors or honorary board directors, commissioners and state public affairs chairs (SPAs), who are given separate opportunities to apply for the NNC. However, section leaders who have served in these capacities in the past are welcome to apply.

## **CRITERIA FOR SECTION PRESIDENT/LEADER REPRESENTATIVES TO THE NCJW NATIONAL NOMINATING COMMITTEE**

*An NNC section president/leader representative must:*

- ▶ Be a current member of NCJW, Inc.
- ▶ Be a sitting top section leader at the time of the NNC meeting from November 13-15, 2010
- ▶ Be available to attend the NNC meeting at the Glenpointe Marriott in Teaneck, NJ (airfare and double room occupancy covered by NCJW, Inc.)
- ▶ NOT be a sitting NCJW National Board Director or Honorary Board Director, commissioner or SPA
- ▶ NOT be a candidate for the NCJW, Inc. Board of Directors
- ▶ NOT have served on the previous triennium's National Nominating Committee, (with the exception of the immediate past chair or the past chair's substitute who will already serve)
- ▶ NOT be applying to the NNC as a general member, commissioner, or SPA delegate



National Council of Jewish Women

**APPLICATION FORM TO BE CONSIDERED FOR A SECTION PRESIDENT/LEADER SEAT ON THE NCJW NATIONAL NOMINATING COMMITTEE**

Please submit this form by email to Nuris Cevallos at [ncevallos@ncjw.org](mailto:ncevallos@ncjw.org) or at 212 645 4048 x 111 by Friday, March 31, 2010.

*If you have any questions, please contact Nuris Cevallos at [ncevallos@ncjw.org](mailto:ncevallos@ncjw.org) or at 212 645 4048 x 111.*

**CONTACT INFORMATION:**

**Candidate's Full Name:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Telephone Number/s:** \_\_\_\_\_

**Mailing Address:**

Street or PO Box: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

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**INFORMATION ABOUT THE CANDIDATE**

- 1. NCJW experience: List NCJW national, state, section positions, and experiences (including dates) that have helped you prepare to serve on the NCJW National Nominating Committee.***
  
- 2. Participation in NCJW national meetings: List any national and/or international meetings attended for the past six years.***



National Council of Jewish Women

3. **Professional/work experience:** *List position/title, name of business/organization, dates.*
  
4. **Volunteer Service (other than NCJW):** *List local, state, national volunteer positions. Include agency or organization, positions or titles held, dates.*
  
5. **Education:** *List college or university degrees conferred with dates.*
  
6. **Honors/Awards:** *List honors/awards received with dates.*
  
7. **Describe the perspective, experience and skills you would bring to the NCJW National Nominating Committee to develop the slate of officers and directors for the next triennium.**

**NCJW, INC. BYLAWS RELATED TO NATIONAL NOMINATING COMMITTEE SELECTION**

**ARTICLE VI GOVERNANCE**

Section 2 Duties and Responsibilities

B. Standing Committee on Nominations

5. At least ten months before a national convention the Standing Committee on Nominations shall ensure that National Nominating Committee members are chosen by their constituent groups as outlined in Article XII, Section 1C.

**ARTICLE XII NOMINATIONS AND ELECTIONS**

Section 1

- A. The National Nominating Committee shall be composed of the chair who shall have no vote and nine (9) delegates as described below in (Section 1B and C).
- B. At a board meeting occurring at least one year before the national convention, the board of directors shall elect the chair, the three (3) board members and the three (3) board alternates to the nominating committee. Of the three (3) National Nominating Committee members, that member receiving the highest number of votes shall serve as vice-chair of the National Nominating Committee. Officers shall not be eligible to serve on the National Nominating Committee.
- C. The remaining delegates and alternates shall be elected as follows:
  1. There will be two (2) section president/leader delegates and four (4) alternates, elected by the section presidents/leaders.
  2. There will be one (1) commissioner delegate and two (2) alternates, elected by commissioners.
  3. There will be one (1) state public affairs (SPA) delegate and two (2) alternates elected by the SPAs.
  4. There will be two (2) delegates and four (4) alternates representing the general membership who do not meet any of the criteria for the above mentioned groups, to be selected through a process developed by the NCJW, Inc. Standing Committee on Nominations.

- D. The chair of the previous National Nominating Committee shall serve with voice but without vote. In the event that the previous chair is unable to serve, the vice-chair of the previous National Nominating Committee shall serve with voice but without vote. In the event that the vice-chair is unable to serve, the board of directors shall elect an alternate from among the board delegates who served on the previous National Nominating Committee.
- E. Candidates for the NCJW, Inc. Board of Directors shall not be eligible to serve on the National Nominating Committee.
- F. No member who serves on the National Nominating Committee may serve a second consecutive term, with the exception of the immediate past chair or the past chair's substitute.

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## **NCJW, INC. POLICIES AND PROCEDURES RELATED TO NATIONAL NOMINATING COMMITTEE SELECTION**

### **ARTICLE XIII NOMINATIONS AND ELECTIONS**

- A. To be eligible to serve as a member or alternate to the National Nominating Committee (NNC) one must:
  - 1. Be a member of NCJW, Inc.
  - 2. Have made a personal financial contribution in support of NCJW, Inc. in the fiscal year current or prior to the one in which she is nominated.
  - 3. Commit to making a contribution in support of NCJW, Inc. during the year for which she is elected to serve.
  - 4. Be available to attend the National Nominating Committee meeting held at least two months before the national convention and participate in the work of the National Nominating Committee leading up to the meeting.
  - 5. Any member of the NNC who agrees to be considered as a candidate for national office or board membership is automatically disqualified from serving on the NNC and shall be replaced by an alternate.
- B. At a meeting prior to the meeting of the National Nominating Committee (NNC) the board of directors shall review and adopt the rules of the NNC.

C. National Nominating Committee (NNC) (See – National Bylaws: Article XII)

1. Persons designated to be candidates for officers and board must meet the criteria established in Bylaws Articles VII, Section 1.D and VIII, Section 2.C and NCJW, Inc. Policies and Procedures, including having made a personal financial contribution in support of NCJW, Inc. within the current fiscal year. Copies of the criteria shall be enclosed within the nomination forms sent by the chair of the NNC, to each board member, each honorary official, each commissioner, each SPA chair(s) and vice-chair(s), and each section.
2. When the nomination forms have been returned to the NNC, the chair of the committee shall cause to be sent to each suggested candidate a form on which the candidate shall agree or decline to allow his/her name to be included among those to be considered, the candidate shall indicate the date by which these forms must be returned.
3. The slate shall contain nominees for each elected position to be filled.
  - a. The NNC shall develop a list of three (3) candidates, in order of preference, who shall be named to fill those board vacancies on the slate, which might occur between the time of publication of the slate and the time of presentation at the convention.
  - b. Should it become necessary, one or more of the candidates listed by the NNC shall become part of the slate reported by the chair of the NNC at the convention.
4. Alternates to the NNC elected from the board shall be selected to serve in order according to the number of votes which each has received (See National Bylaws: Article XII, Section I).
5. The NNC shall meet for not more than three (3) three days in a location near the city in which the office of NCJW, Inc. is located.