Michigan Housing Director’s Association

Nominations and Elections Procedure

No less than ninety (90) days prior to the annual meeting of the Association, held in odd numbered years, the President, with the approval of the Executive Board shall appoint a nominating committee having not less than three (3) members, representation of the member’s interest that shall meet for the purpose of selecting one or more persons from the roll of agency members in good standing for each office and/or Executive Board position. The President shall appoint one individual from the nominating committee as chair of the committee. Committee members shall select a minimum of one candidate for each position/office.

The current elected Vice President’s name shall automatically appear on the ballot for the position of president, assuming current eligibility and desire to serve.

Not less than 60 days prior to the annual meeting, the Committee Chair must notify the Election Chair of the Association (either electronically or in writing) of individuals nominated for each position/office by the nominating committee. Not less than forty-five (45) day prior to the annual meeting, the Secretary shall notify each eligible voter of the nominees selected by the nominating committee for the upcoming election and that nominations may be made by the Membership. The notice will be sent electronically to the email address provided to the association by the executive director of each agency member.

The notice shall include, but is not limited to the following statements: Persons making or accepting a nomination must be active in the field, employed by an agency member and in good standing with the Michigan Housing Director’s Association; individuals accepting a nomination must do so in writing; the location where nominations will be received; the format for submitting nominations (e.g. electronically or in writing) the deadline for submission; that self nominations are accepted; and a description of the position(s) vacant and number of vacancies in each category.

Nominations shall be received by the nominating committee in the format described by the committee and presented to the Election Chair at least 25 days before the annual meeting to allow time for certification and ballot preparation.

The Nominating Committee shall notify each active member agency of the candidates for office(s) at least fifteen (15) days prior to the annual meeting and that the ballot will allow for write-in nominations during the formal election proceedings.

The Nominating Committee shall be responsible for ballot preparation and supervision of the election process. Effort must be made assure that only one ballot is cast per agency; therefore, one election ballot will be distributed in the registration packet of the registered Executive Director or his/her designee of each agency as confirmed by the committee.

Ballot collection will take place at the annual meeting. In the event of a tie ballot, both individual names will be placed in a collection box and randomly selected by the President of the Association.

Approve by the Michigan Housing Director’s Association Board on: 2/20/13