

PROCESS FOR ELECTION OR APPOINTMENT OF TARGET AND CIVIC MEMBERSHIP TO THE NRCA BOARD OF DIRECTORS

NOTE: The Executive Director (or designee) will communicate directly with local governments to coordinate government appointments. These Board members serve at the pleasure of the local governments. There are no limitations on the number of terms or years of eligible service.

LENGTH OF SERVICE

Members of the NRCA Board of Directors serve two-year terms, generally with members being seated at the July meeting and terms ending at the June meeting. The State CSBG Act removed year limits for members of Community Action Boards of Directors effective July 1, 2010.

APPOINTMENT OF CIVIC MEMBERS AND ELECTION OF TARGET MEMBERS

Early in the spring (April), the Executive Director will review the Board membership for each jurisdiction to identify upcoming July vacancies and possibilities for reappointment and re-election.

In accordance with Public Law 110-134, the Board of Directors shall endeavor to include in its membership persons with a background and expertise in (1) fiscal management or accounting, (2) early childhood education and development and (3) a licensed attorney. If such persons are not available to serve on the Board of Directors, the Board of Directors may use a consultant or other individual with relevant expertise or qualifications, who shall work directly with the Board of Directors.

Steps for Appointment of a New Civic Representative

1. When a vacancy must be filled by a new member, the Board Membership Committee will search for interested person to serve and set meeting for them to meet with Membership Committee.
2. If satisfactory, the Membership Committee will then invite the person to attend a Board or a Board Committee meeting.
3. The Membership Committee will then meet to determine whether or not to recommend that person to the Board.
4. Election shall be by the Board of Directors.
5. The Executive Director (or designee) will send a letter acknowledging the appointment and term to the Board member.

Civic Reappointment Steps:

1. The Executive Director (or designee) will contact the member to discuss possible service for another term (two years or optional one year). If member desires reappointment,

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2. The Executive Director will report to the Board Membership Committee. Re-seating shall be approved by the Board of Directors.
3. The Executive Director (or designee) will send a letter acknowledging the appointment and term to the Board member.

Steps for Election of a New Target Representative

1. When a vacancy must be filled by a new member, Executive Director, current Board members, and LAB members will want to brainstorm possible candidates.
2. As appropriate, identified citizens will be contacted to determine interest in election to the Board. The Executive Director will discuss roles and responsibilities of Board membership with all interested candidates.
3. If the candidate(s) is not low-income, the Executive Director will ask him/her to obtain 15 signatures of low-income citizens age 18 or older from the proposed target area supporting the candidate's desire to serve on the Board. There is an NRCA form on file for this petition.
4. The Board of Directors will appoint one non-staff representative and one staff representative to monitor the upcoming election.
5. The Executive Director (or designee) will place a notice in the local newspaper noting time, place, eligibility for voting, and purpose of election. The notice should appear in the paper at least two weeks prior to the election. The election should take place in May or June.
6. NRCA Staff will also place notices of the election in target area or neighborhood. Not required by bylaws but gets the word out about the election in hopes of better participation by low-income citizens.
7. The Executive Director (or designee) will prepare ballots to include a space for declaring age and income eligibility for voting. After the election, the staff member shall forward all ballots to the Executive Director (or designee) along with a statement signed by both monitors attending the election stating that the election was held according to procedures outlined above and in a democratic manner.
8. The Executive Director shall announce the results of the election at the July meeting. The Board will seat the member at the time the member attends their first meeting.
9. The Executive Director (or designee) shall send a letter to the Board member acknowledging the election and term of service.

Steps for Target Re-election

1. The Executive Director (or designee) will contact the member to discuss possible service for another term (two years or optional one year). If member desires reappointment:
2. The Board of Directors will appoint one non-staff representative and one staff representative to monitor the upcoming election.

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3. The Executive Director (or designee) will place a notice in the local newspaper noting time, place, eligibility for voting, and purpose of election. The notice should appear in the paper at least two weeks prior to the election. The election should take place in May or June.
4. NRCA Staff will also place notices of the election in target area or neighborhood. Not required by bylaws but gets the word out about the election in hopes of better participation by low-income citizens.
5. The Executive Director (or designee) will prepare ballots to include a space for declaring age and income eligibility for voting. After the election, the staff member shall forward all ballots to the Executive Director (or designee) along with a statement signed by both monitors attending the election stating that the election was held according to procedures outlined above and in a democratic manner.
6. The Board will reseal the member in July.
7. The Executive Director (or designee) shall send a letter to the Board member acknowledging the election and new term.