



UMES NATIONAL ALUMNI ASSOCIATION Nomination Guidelines

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

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
Chaplain

*The Parliamentarian will be appointed by the President.

Please reference the UMES NAA Bylaws (page 6 of 18) for the duties of the offices up for nomination as referenced above. A copy may be found under the “About Us” tab at <https://www.umesnaa.org/>.

WHO CAN MAKE A NOMINATION?

Any financial member of a local chapter or of the national alumni association.

All nominations must be submitted by someone other than the nominee, who can vouch for their accomplishments.

NOTE: Only financial members of the national alumni association will be allowed to vote.

WHO CAN BE NOMINATED?

Any Graduate of UMES who is a financial member of the national alumni association.

NOTE: 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.

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 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.

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.

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.

SUBMITTING THE NOMINATION

Completed nomination forms may either be mailed or downloaded and completed electronically; for either method it **must be postmarked (if mailed) or received (via email) by Oct 15, 2023, 11:59 PM EST.**

Mailing Address:

**UMES NAA Nominating Committee
C/O Michelle Hasty, Chairperson
30665 Student Services Center Lane
Princess Anne, MD 21853**

Email: nominations@umesnaa.org

AFTER FORM SUBMISSION

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.

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.

Please be mindful that a submission will not automatically follow with a nomination. For instance, should your nominee decline the proposed office, they will not appear on the list of nominees presented to the membership. If they are not a financial member of the UMES NAA, they will not be considered.

CONFIDENTIALITY

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

Nominating Committee members

Michelle Hasty, Chairperson (Class of 2001)
Shavon Donnell (Class of 2006)
Tasha Wilson (Class of 2007)

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

Personal Details * Required details

Title *			
First Name *			
Last Name *			
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 <input type="checkbox"/> Chaplain

Contact Details * Required Details

Street Address *			
	City *	State *	Postal Code *
Phone Number(s) *	Mobile	Home	
Email Address			

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

Please refer to the COMPLETING THE NOMINATION FORM section in the guidelines for instructions regarding additional sheets.

I. Describe the professional and community service achievements of the nominee:

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

III. 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)

Nominator signature: _____

Date: _____