

Guidelines for the Conduct of the Executive Committee Appointments (Elections) 2026

Bylaws, Article 10.10: “Council, by regulation, shall establish guidelines for conduct of the Executive Committee appointments.”

- The Nominating Committee will select its own chair and will begin its work in accordance with the Constitution (Article 9) and Bylaws (Article 10). The chair must keep a record of and acknowledge all correspondence in a timely and collegial manner.
- Discussions at the Nominating Committee will be treated as confidential.
- The Nominating Committee must set the dates on which the nomination period begins and ends and must make these and any other key process dates clear to UTFA Council.
- The Nominating Committee will review the guidelines, and if needed clarify ground rules and/or update the Nominating Committee guidelines. The Chair must bring proposed amendments to these guidelines, if any, before the Executive Committee and Council for approval.
- The Chair of the Nominating Committee will ask those members of the Executive whose terms are expiring but who have not reached the six-year limit for their positions, if they will seek nomination for another term. Incumbents seeking this continuance must be nominated according to the rules and procedures set out in Article 10 of the Bylaws and Article 9 of the Constitution. The Chair of the Nominating Committee will inform Council of current executive members’ intent to seek this continuance or not.
- Members of the Executive Committee whose term is expiring or who intend to step down mid-term must declare to the Nominating Committee their intention to return to the Executive Committee—or not—by April 8. This year there is a presidential election, and as such, the deadline is after the presidential election results are announced. If an Executive Committee member declares in writing (email) that they will *not* return to an Executive Committee position, that declaration may *not* be reversed. Any member of the current Executive Committee

whose term is expiring shall be deemed not to be returning to their position on the Executive Committee if they do not respond by the deadline.

- In compiling a slate of nominees pursuant to Article 9.2 of the Constitution, the Nominating Committee shall solicit and consider recommendations from the incumbent President, Executive Committee members, and Council. Further, pursuant to Article 10.4 of the By-Laws, in compiling a slate of nominees and to enable the Nominating Committee to have clear discussions with the potential nominees about their positions, the Nominating Committee will provide information about (i) what the position entails, ii) any description of the position that occurs in the Constitution and By-Laws, and iii) the release time expectations and amount (or minimum and maximum range, as appropriate) and stipend.

As outlined in Article 10.4 of the By-Laws, in considering nominees, the Nominating Committee will:

- identify colleagues who can be relied upon to be effective, responsive, creative and dedicated and who also have the understanding of what it takes to have a responsible position in a collegial organization and to help enhance trust among colleagues;
- A slate of nominees from the Nominating Committee shall be communicated in writing by email to all members of Council no later than May 1. In no way shall the recommendations of the Nominating Committee be interpreted as other than recommendations.
- After the Nominating Committee has communicated the slate of nominees to Council, further nominations will be accepted by the CRO until May 10, in accordance with the Constitution and Bylaws. A minimum of two members of Council shall be required to nominate any additional Executive nominees. Members are not able to self-nominate.
- No later than May 10, all nominees are expected to submit a short (maximum of one page/approximately 300 words) statement that outlines their goals for serving on the Executive Committee in that position. Statements are to be submitted to cro2026@utfa.org.

- After the close of nominations, the CRO will distribute the full list of nominees (i.e. the slate proposed by the Nominating Committee and any further nominees) and the submitted statements by writing by email to all members of Council.
- If there is more than one nominee for a position, each nominee for that position will have an opportunity to speak at the May Council meeting, for no longer than three minutes. These presentations will occur immediately prior to the election during the May meeting. The CRO will adjust the time allocation for the nominees to speak so that the election process can be completed within the May Council meeting time frame.
- No member of the Nominating Committee may run for an Executive seat or for UTFA President in the current round of elections/appointments. Any Nominating Committee appointee who decides to run for President or for an Executive seat must resign from the Nominating Committee before it meets for the first time.
- The CRO will conduct elections at the appropriate Council meeting where more than one candidate is nominated for an Executive Committee seat. The CRO is encouraged to work with the Nominating Committee to bring forward any further guidelines for approval by UTFA Council.
- Any disputes related to the work of the Nominating Committee should first be brought to the Chair of the Nominating Committee. If further discussion or clarification is needed, questions may be brought to the CRO and the CRO will confer with the Chair of the Nominating Committee and Executive Director.

Nominating Process for Executive Committee Appointment Key Dates for 2026

Key Dates	Tasks
By February 1	The Nominating Committee shall be appointed no later than February 1, allowing at least eighty (80) days to follow for deliberations and submission of the Committee's slate of Executive nominees by no later than May 1.
March 24	Nominating Committee informs Council of the Executive positions where the incumbents' terms are expiring and of any other positions that are known to be vacant. (<i>Bylaws 10.3</i>)
April 8	Members of the Executive Committee whose term is expiring or who intend to step down mid-term to declare to the Nominating Committee their intention to return to the Executive Committee, or not.
April 9 – April 17	Council and Executive members may suggest names for consideration for possible inclusion on the slate to be presented to Council. Names for consideration are to be submitted to the Chair of the Nominating Committee.
April 18 - April 30	Nominating Committee to meet and prepare the slate to be presented to Council.
By May 1	Nominating Committee presents slate to Council. (<i>Bylaws 10.7</i>).
May 2–10	Council and members may submit further nominations (in addition to the slate presented by the Nominating Committee) for the vacant Executive positions. Further nominations are to be submitted to the Chief Returning Officer at cro2026@utfa.org .
May 10	Deadline for further nominations for the vacant Executive positions. (<i>Bylaws 10.7</i>).
May 10	Deadline for nominees to submit statements for circulation to Council.
May 29	Council Meeting. Agenda includes: <ul style="list-style-type: none"> • Timed item 2:10 p.m. Report of the Chair of the Nominating Committee. • Executive Committee elections.