



National Communication Association
Transforming Lives Through Communication

Nominating Committee Meeting Packet 2023

Nominating Committee Chair: Carolyn Calloway-Thomas, calloway@indiana.edu
Director of Governance: Justin Danowski, jdanski@natcom.org

Contents

Nominating Committee Introductory Statement	2
Committee Information	3
Coordination of Committee Members	4
Selection Criteria for Qualified Candidates	6
Candidate Obligations.....	8
Nominating Committee Timeline	10
Call for Nominations	11

Important Links

[2023 Call for Nominations](#)

[NCA Bylaws](#)

[NCA Strategic Plan](#)

Nominating Committee Introductory Statement

Thank you for your service to the National Communication Association and welcome to the 2023 Nominating Committee. The Association is only as effective as its leadership, and the work of this committee directly affects the quality of that leadership.

Please look through the entire packet and start thinking about possible candidates while keeping in mind inclusion, diversity, equity, and access.

Nominating Committee Membership

Among all the governance committees within NCA, the membership of this committee is the most confusing because many members are appointed from their interest groups almost a year ahead of time.

Please contact Justin Danowski, NCA Director of Governance, as soon as possible if you believe you are not the correct representative on this committee at jdanski@natcom.org.

Committee Term

The term for this committee is January 1, 2023 – December 31, 2023.

Please note: The committee traditionally completes its work by October 1.

The work of this committee will be done through email and virtually as needed. Members of this committee are expected to serve the entirety of this term.

Committee Responsibility

The committee is tasked with recruiting potential nominees as well as reviewing and narrowing the slate of nominees who will eventually appear on the general ballot that opens in December 2022. The Nominating Committee is responsible for creating an election slate for the following positions:

- Two individuals to stand for election as **Second Vice President**. The winner will be Second Vice President in 2024, First Vice President and Primary Convention Program Planner in 2025, President in 2026 and Immediate Past President in 2027.
- Up to six individuals to stand for election as **Member-at-Large of the Legislative Assembly**. Three will be elected. A three-year term begins on January 1, 2024.
- Up to four individuals to stand for election as **Member-at-Large of the Leadership Development Committee**. Two will be elected. A two-year term begins on January 1, 2024.

As you start thinking through possible candidates for the above positions, please keep NCA's goals of inclusion, diversity, equity, and access in mind.

<https://www.natcom.org/about-nca/nca-and-inclusivity>

Staff Contact

The national office staff liaison for this committee is Justin Danowski, NCA's Director of Governance jdanski@natcom.org.

Committee Information

Composition of the Nominating Committee

The Nominating Committee shall consist of a representative from each Interest Group, chair of the NCA IDEA Council, one member representing each of the four regional associations, four members elected by the Association membership at large, and one member named by the Legislative Assembly upon nomination by the Leadership Development Committee.

Interest Group and regional association representatives shall be selected according to procedures to be determined by the interest group and regional associations. The Legislative Assembly shall elect the chair of the Nominating Committee, upon nomination by the Leadership Development Committee.

The four at large members of the Nominating Committee shall be elected by the membership at-large following nominations by the Leadership Development Committee and approval of the Legislative Assembly.

Should any member of the committee allow their name to be considered for one of the three positions, that member must resign from the Nominating Committee before submitting materials.

Responsibilities of the Nominating Committee

The slate offered by the Nominating Committee shall be distributed to all members of the Association at least one month prior to the election. In the event of three or more candidates for Second Vice President, a primary election amongst the member of the Nominating Committee will take place. The top two vote getters will be added to the election slate.

The membership can, however, add to the slate. Within two months of the distribution of the slate, any 500 members of the Association may nominate by petition filed with the Executive Director additional nominees whose acceptance of nomination has been certified. The Nominating Committee will conduct a primary election amongst the members of the Nominating Committee if needed.

The validation of nominating petitions shall be the responsibility of the National Office. Signatures on nominating petitions shall be deemed valid if the person was a member of the Association at the time the petition was submitted.

NCA's commitment to inclusivity flows from its mission statement in seeking to cultivate an organization in which all members feel valued and respected, as well as enabled and supported to achieve their professional interests in teaching, research, and service. NCA's framework for inclusivity encompasses all the ways individuals or groups differ, while also focusing explicitly on historically underrepresented persons/groups in the categories of race, ethnicity, gender, sexual orientation, gender identity, citizenship status, ability, nationality, religion, socioeconomic status, veteran status, and their intersections. Please keep this at the forefront as you reach out to possible candidates for positions.

All correspondence amongst the Nominating Committee must remain confidential.

Coordination of Committee Members

The Nominating Committee will be briefed on tasks and procedures by the Chair and NCA National Office.

Responsibilities of the Nominating Committee Chair

The chair is responsible for following the procedures and meeting the deadlines to produce a slate of nominees for Second Vice President and the At-Large positions for the Legislative Assembly and the Leadership Development Committee. The chair should make every effort to keep all members of the committee on task. The National Office liaison will provide a briefing for the chair explaining the responsibilities and deadlines and will be present at any meetings during throughout the year to answer any questions.

Procedural Guidelines

Call for Nominations

A call for people to be considered for nominations will run no later than February. The call should specify that:

- Self-nominations are encouraged. If not a self-nomination, the nomination must be accompanied by a statement that the candidate agrees to run.
- Nominations for Second Vice President should send a CV, a statement of goals or vision for the Association, three letters of recommendation, and have a letter of support from a supervisor indicating institutional support.
- Nominations for the At-Large positions should provide a cover letter explaining one's interest and reasons for seeking nomination and a CV.

Deadlines

- Materials for nominees should be submitted by **September 1**.
- The committee will receive a list of potential nominees with materials the **first full week of September**.
- The committee may receive and consider nominations after the published deadline and up until **September 15** if it believes doing so will further the purposes of the Association or strategic plan with IDEA (inclusion, diversity, equity, and access) in mind.
- The committee will conduct any election primaries within the committee from **September 15 – September 30**.
- The completed slate of nominees is due no later than **September 30**.
- The slate of nominees will be published to the membership **on or before October 15**.

Selection Process

The Nominating Committee will exchange messages and discuss decisions using email or Zoom if necessary.

When the number of nominations is large, there will be an effort to narrow the field prior to the final decision-making process. The Nominating Committee will hold a primary election amongst members of the committee.

A Subcommittee of the Nominating Committee may be formed to assume primary responsibility for developing nominations for the at-large positions on the Legislative Assembly and the Leadership Development Committee. The Subcommittee shall be of a size and composition determined by the chair.

Throughout the nomination process, the committee must be sensitive to NCA's strategic goals on inclusion, diversity, equity, and access.

The NCA National Office will contact the candidates nominated for office no later than October 15 as well as candidates who agreed to stand for election and were not nominated.

Selection Criteria for Qualified Candidates

Qualifications of Persons Nominated for At-Large Positions on the Legislative Assembly

A nominee must:

- be a member of the Association at the time of nomination and must agree to maintain membership during the three-year term of office.
- agree to attend the three Legislative Assembly meetings held during their term of office.
- actively participate in the goals, duties, and responsibilities set for this body.

A nominee should:

- understand the discipline and the Association as a whole.
- recognize emerging interests, opportunities and critical problems facing the discipline and the Association.
- contribute to a balanced representation of teaching levels, ethnic and minority group interests, sex, age, and academic status within the Legislative Assembly.
- be willing to work towards meeting NCA's goals towards inclusion, diversity, equity, and access.

Qualifications of Persons Nominated for At-Large Positions on the Leadership Development Committee

A nominee must:

- be a member of the Association at the time of nomination and must agree to maintain membership during the two-year term of office.
- agree to attend the two LDC meetings held during their term of office plus any virtual meetings as required.
- actively participate in the goals, duties, and responsibilities set for this committee.

A nominee should:

- have a broad understanding of the discipline and the Association.
- have a record of ongoing involvement with NCA
- have knowledge of and appreciation for the contributions made by members of NCA committees in the variety of work they do for the discipline and the Association.
- be able to contribute to the search for talented and engaged NCA members to serve the discipline and the Association.
- be willing to work towards meeting NCA's goals towards inclusion, diversity, equity, and access.

Qualification of Persons Nominated for **NCA Second Vice President**

A nominee must:

- be a member of the Association at the time of nomination and must agree to maintain membership during the term of office.
- Agree to attend Executive Committee meetings and the annual convention each year as an officer.
- maintain a commitment to work in conjunction with NCA's Strategic Plan.

A nominee should:

- have a record of ongoing involvement with NCA.
- have a record of successful leadership experience.
- have a clearly articulated vision for the Association that is appropriate to the needs of the Association and the discipline.
- understand the communication discipline and the Association.
- have the ability and willingness to serve as spokesperson for the Association and the discipline.
- have a sensitivity to and an understanding of diversity issues.
- be willing to work towards meeting NCA's goals towards inclusion, diversity, equity, and access.

Candidate Obligations

Questions are sometimes asked regarding the obligations of the campaigns for office and regarding the offices being sought. The following is a brief overview. Specific information and deadlines will be provided once the election slate is finalized.

For Second Vice President Candidates:

- A statement of your experience and vision of no more than 1000 words. This statement will be used by the Nominating Committee as well as used in the general election if selected by the Nominating Committee. It will be used to publicize your candidacy through various channels including but not limited to NCA website as well as be used to accompany the ballot. Candidates will be allowed to edit the statement once the nominating committee has finalized the slate.
- A curriculum vita submitted to the Nominating Committee for review.
- Provide a portrait-type photograph that will be used to publicize candidacy, accompany ballot, and be posted on NCA's website.
- Participate in a "Meet the Candidates" session during the annual convention prior to the election.
- Address the Legislative Assembly during the annual convention regarding a candidate's vision and goals.
- Attend NCA interest group business meetings to speak about candidacy (Optional but highly recommended).

For At-Large Candidates for Legislative Assembly and Leadership Development Committee:

- A maximum 300-word statement or bio provided by the candidate.
- A curriculum vita submitted to the Nominating Committee for review.
- A portrait-type photograph. The photo will be used to publicize candidacy, will accompany the ballot, and will be posted on NCA's website.

If any candidate cannot or does not offer a statement, CV or photograph, the materials submitted by the other candidates will be used. To be fair to those who submit materials, candidates are required to not exceed the maximum word count given.

Campaigning for Association Offices

NCA National Office Commitments:

- The National Office will oversee the election process and provide informational support to candidates.
- The National Office will maintain absolute neutrality in the election and will support all candidates equally.
- The National Office will not provide any materials to the candidates, including mailing labels, electronic mailing lists, nor will it arrange for space at the convention for individual campaign events.
- NCA will encourage its member interest groups (divisions, sections and caucuses) to establish clear policies concerning campaigning for any NCA office, for example, use of division mailing lists, email lists, and listservs. Each interest group should provide a copy of its policies to the NCA National Office.

Candidate Commitments:

- Nominees for Second Vice President should attend the NCA annual convention following their nomination.
- Any campaigning should be undertaken in a manner consistent with the norms of a voluntary professional association.

Nominating Committee Timeline

February 2023	<p>Publish the call for persons to be considered for nominations through NCA's website and newsletter.</p> <p>Send call for nominees to the chair of all NCA Interest Groups</p>
February - September	Nominating Committee actively recruits potential candidates
September 1	Deadline for nominees and application materials from general membership
First full week of September	Committee receives all names of nominees with nomination materials and comment and discussion period instructions
Mid-September	Period of comments and discussion by committee begins
September 15	Final deadline for Nominating Committee to receive and consider nominations after the published deadline if it believes doing so will further the purposes of the Association or its Statement of Diversity, Equity, and Inclusion.
Between September 15 - 30	Primary Election among Nominating Committee (If needed)
September 30	Deadline to complete ballot
On or before October 15	Publish slate of candidates
December 1 – December 29	Election

Call for Nominations

NCA Second Vice President, At-Large Members of the Legislative Assembly, and the Leadership Development Committee

Deadline is September 1.

The 2023 NCA Nomination Committee solicits from any member of the Association names of possible nominees for NCA Second Vice President and At-Large Members of the Legislative Assembly and the Leadership Development Committee.

The Nominating Committee will review and narrow the slate of nominees who will eventually appear on the general election ballot. The Nominating Committee will not be limited in its deliberations to the list of nominees. All nominees must be a member of the Association at the time of nomination and must agree to maintain membership during the term of office. The slate of nominees who will appear on the general ballot will be announced in October. The general election will be conducted in December.

Nominations are due **Friday, September 1**. Send nomination information electronically to nomination@natcom.org.

Questions can be submitted to the 2023 Nominating Committee Chair, Carolyn Calloway-Thomas, calloway@indiana.edu or NCA Director of Governance, Justin Danowski at jdanski@natcom.org.

Second-Vice President

The elected nominee will assume office as Second Vice President on January 1, 2024, plan the 2025 NCA convention in Denver, Colorado, serve as NCA president in 2026, and Immediate Past President in 2027.

Officers, chairs, trustees (the LA and its EC who are listed on the IRS Form 990), key employees, substantial contributors or employees thereof, and grant selection committee members are not eligible to receive grants from NCA.

Qualifications of potential nominees include:

- A senior member of the Association at the time of nomination.
- A record of ongoing involvement with NCA.
- A record of successful leadership experience.
- An understanding of the communication discipline and the Association.
- An understanding of and commitment to work toward meeting NCA's Strategic Plan Commitment to inclusion diversity, equity, and access.
- Commitment to inclusion, diversity, equity, and access.

Nomination materials must include:

- A cover letter explaining one's interest and reasons for seeking nomination.
- Current curriculum vitae.
- Up to a 1000-word statement of goals for or vision for the Association.
- Three letters of recommendation.
- Letter of institutional support for the specific duties of the position Self-nominations are strongly encouraged.
- A professional photo or headshot.

Two nominations will be added to the election ballot by the Nominating Committee. Self-nominations are strongly encouraged.

Nominees will be asked to create a short video no longer than five minutes to address candidate goals. The video will be posted on the NCA website and available for review while voting is open.

At-Large Members of the Legislative Assembly

At-Large Members of the Legislative Assembly are elected to a three-year term to begin January 1, 2024.

Up to six members will be nominated and three will be elected by the membership.

The Legislative Assembly serves a key liaison function between the leadership and the broader membership. The strength of NCA relies in significant part on informed responses to the questions that come before the LA. The business at the LA meetings is legally governed by the NCA Bylaws, and decisions are guided by the Association's strategic plan towards inclusion, diversity, equity, and access.

Expectations: The LA meets each year in tandem with NCA's annual convention and is the principal policy-making body of NCA. There is typically a full afternoon session the Wednesday before the convention begins, as well as a shorter morning session on Saturday. Additional work is completed electronically throughout the year.

Officers, chairs, trustees (the LA and its EC who are listed on the IRS Form 990), key employees, substantial contributors or employees thereof, and grant selection committee members are not eligible to receive grants from NCA. General duties and responsibilities for members of the Legislative Assembly include:

- Attending the Legislative Assembly meetings held during the Annual Convention. The LA traditionally meets the Wednesday afternoon before the convention and that Saturday morning if needed.
- Attending the virtual LA meeting in April. The meeting lasts approximately three hours.
- Reviewing, deliberating, and voting in respect to Association matters as brought forth to the Legislative Assembly.

Qualifications: Nominees can be at any stage of their professional careers. At-Large Members represent emerging interests and critical problems and help the LA achieve a balanced representation of teaching levels, ethnic and minority group interests, gender, age, and academic status.

Each nomination must include:

- A cover letter explaining one's interest and reasons for seeking nomination.
- Current curriculum vitae.
- A professional photo or headshot for election ballot.

Self-nominations are strongly encouraged.

At-Large Members of the Leadership Development Committee

At-Large Members of the Leadership Development Committee are elected to a two-year term to begin January 1, 2024. Up to four members will be nominated and two will be elected by the membership.

The Leadership Development Committee solicits, nominates, and forwards a slate of candidates to the

Legislative Assembly for approval to fill vacancies on association committees, councils, award selection committees and such other vacant positions within the association governance.

General duties and responsibilities include:

- Attending the annual leadership retreat in Washington, DC in February.
- Attending Leadership Development Committee meetings held during the NCA annual convention and virtually throughout the year.
- Encouraging members to stand for nomination to NCA committees.
- Reviewing, deliberating, and approving a slate of nominees for various governance positions that are forwarded to the Legislative Assembly for final approval.

Qualifications: A nominee should have a broad understanding of the discipline and NCA and have knowledge of and appreciation for the contributions made by members of NCA committees in the variety of work they do for the discipline and the Association.

Each nomination must include:

- A cover letter explaining one's interest and reasons for seeking nomination.
- Current curriculum vitae.
- A professional photo or headshot for election ballot.

Self-nominations are strongly encouraged.