

2010 IPRA Board of Director Candidate Nomination Information

The Illinois Park and Recreation Association is responsible for setting the strategic direction of the association and IPRA policy, fiscal and otherwise. In order to ensure a strong vibrant organization relevant to the park and recreation industry, and one that can effectively lead the well-being of its membership it is imperative that a diverse Board is in place to lead the organization. The IPRA seeks Board members who internalize the core value of integrity and that have demonstrated a commitment to the field of parks and recreation.

Current Board members are charged with identifying potential candidates through their individual Sections or Districts. In accordance with the bylaws, the Nominations and Elections committee will review and interview the candidates as nominated by the sections to determine eligibility as well as interview at-large candidates running for District representation.

Opportunities to participate on the IPRA Board of Directors come annually in conjunction with the end of terms or as vacancies occur which may be filled in the interim at the discretion of the Chairman.

Characteristics and Attributes of an ideal IPRA Board Member

Proven Performance

Leadership requires knowledge, talent, skill, vitality and the desire to make a difference. In the association environment that translates into a solid track record of contribution to the success of programs, projects or events.

Commitment

Serving as an association leader is both an honor and a reward, but it requires a demonstrated commitment of the organization and its mission and goals.

Time to Serve

Participating fully in association activities requires extra time to prepare for and travel to meetings.

Understanding of Team Work

Many people contribute their efforts toward the realization of the association's strategic plan. Well developed interpersonal and communication skills are essential to effective teamwork.

Communication

By virtue of the positive current leaders are mentors and teachers to future leaders. Enthusiasm for serving the association is an important ingredient that leaders must be able to pass on to their successors.

Ability to Subordinate Special Interests

Leaders often emerge because of their special expertise or effective representation of a specific constituency. Leadership, however, may require subordinating those interests for the great good of the association.

STATEMENT OF COMMITMENT FORM

I acknowledge my commitment to the Illinois Park and Recreation Association and the Illinois Park and Recreation Education Association. In addition, I acknowledge my commitment to my section or district and will attend scheduled section or affiliate meetings. With this, I have a commitment from my agency to be nominated and the possible election as a member of the Board of Directors for the associations.

I will, as a nominee and candidate, uphold the mission, values and ethics of the Board of Directors and follow the Board Protocol and Board Policies and Procedures as outlined. Further, I will adhere and apply all policies and procedures in a fair and equal manner.

If at any time I can no longer commit to the association the necessary time and dedication upholding the position, I will ethically do the right thing for the association and resign from my position. I further understand that as a member of the IPRA Board of Directors that I hold a policy decision making role and not a management or operational role within the association.

Candidate's Signature

Date

Board Candidate Interest Form

NAME

TITLE

AGENCY

ADDRESS

CITY

ZIP

PHONE

EMAIL

Years of IPRA Membership (5 Years Minimum Required) _____

Certified Park and Recreation Professional yes____ no____

Other Professional Certification (w/ Continuing Ed Units) _____

POSITIONS FOR 2010 ELECTION (3 Year Terms)

DISTRICT ELIGIBILITY (Member in district for at least one year prior to election)

- District 1 - Northern
- District 3 - Central

SECTION MEMBERSHIP (Member of section for at least one year prior to election)

- Communications & Marketing
- Ethnic Minority
- Facility Management
- Recreation

Please attach the following:

- Resume of nominee
- Certificate from a professional association/organization requiring continuing education units
- Description of how you meet all criteria for nominee/candidate as listed on page 4 and eligibility requirements on page 5 of the Guidelines for Election Nominations, Campaigning and Communication
- Resume of volunteer leadership experience (Section, IPRA Committee, Affiliate or community based) and List Educational Programs attended
- Brief Statement of why you wish to run for the IPRA Board of Directors
- Letter of Support from current employing agency
- Biography of a maximum of 1000 characters
- Photograph from the shoulders up only

GUIDELINES FOR ELECTION NOMINATIONS, CAMPAIGNING AND COMMUNICATION

June 2009

Preamble

As befits an association of professionals, Illinois Park and Recreation Association (IPRA) elections shall be conducted in an ethical and fair manner. It is the responsibility of IPRA governance, and in particular, the Nominations and Elections Committee to provide all members running for office with an opportunity to campaign on an equal basis. Nominees and their supporters will follow the campaign practices outlined in these documents when informing the IPRA membership of their position with respect to the Association, its future, and its policies.

A nominee is an IPRA Voting Member whose name appears on the Slate submitted by the Nominations and Elections Committee for approval by the IPRA Board of Directors.

A candidate is an IPRA Voting Member whose name appears on the final ballot that elects a person to office.

The IPRA logo may not be utilized on any campaign materials including web sites or email messages.

Purpose and Scope

The purpose of the IPRA Guidelines on Nominations, Election Campaigning and Communications is to concisely state key requirements of fair and appropriate IPRA campaign practices; and, to assure that:

- All nominees are treated fairly and equally throughout the process.
- All parties understand appropriate campaign activities and required actions.
- Members have sufficient information to make informed choices in elections.
- IPRA elections are conducted in a manner befitting a professional association.
- These guidelines apply to all elections for members of the IPRA Board of Directors and Sections and describe appropriate activities for:
 - Nominees (i.e. those members whose name appears on the slate submitted to the IPRA Board of Directors by the IPRA Nominations and Elections Committee)
 - Candidates (i.e. those members whose name appears on the final ballot that elects a person to office)
 - Persons acting on behalf of the nominees.
 - Members of the IPRA Nominations and Elections Committee.
 - Members of the IPRA Board of Directors.
 - IPRA Association Staff.

Nominations and Elections Committee Formation

The Nominations and Elections Committee of the Illinois Park and Recreation Association shall be a Standing Committee of the Board of Directors which reports to the Chairman of the Board. The Committee shall have a Staff Liaison appointed to carry out the day to day necessary actions of the Committee as directed by the Chair of the Committee.

The Nominations and Elections Committee shall be comprised of the following:

- Chair – The Chair–Elect for IPRA
- Four representatives selected by the Chair-Elect.
- These representatives are the choice of the Chair-Elect, but are recommended to be comprised of representatives from the Sections up for election, plus one additional at large to reach 4.
- The term for each representative shall be one year; with re-appointment possible by the incoming Chairman of the Board.
- Any representative that cannot fulfill the obligations to the Committee shall be removed by the Nominations and Elections Chair and that seat will be re-filled by another representative.

Nominations and Elections Committee Requirements

1. All Sections or Districts must have a minimum of two (2) nominees running for an open IPRA Board of Directors position.
2. Sections or Districts that do not have a minimum of two (2) nominees for the open IPRA Board of Directors position will have the Nominations and Elections Committee bring forth an At-Large Candidate for the Section or District who may/or may not be part of that Section or District following the same procedures as outlined in the process.
3. All Candidate Applications will be sent to the IPRA Headquarters and reviewed to ensure that the application meets the requirements for review by the Section Nominations Committee or the IPRA Nominations and Elections Committee.
4. All Candidate Applications for a **Section Board of Directors Position** will be forwarded to the appropriate Section Director from which the Candidate has indicated election from.
5. The Section Director will convene a Nominations Review Panel who will review each qualified Candidate by the timeline set date.
6. The Section Nominations Review Panel will select a minimum of two (2) Candidates and recommend them to the IPRA Nominations and Elections Committee for review and interview to approve a slate of candidates to forward to the Board of Directors by the timeline set date.

7. All Candidate Applications for a **District Board of Directors Position** will be forward to the Chair of the IPRA Nominations and Elections Committee who with the Committee will review, interview each qualified Nominee and approve a slate of candidates to forward to the Board of Directors by the timeline set date.
8. A Nominee or Candidate may only run in one (1) Section or District per election cycle. No Nominee or Candidate will be allowed to run for the Board of Directors through more than one (1) Section or District.
9. Nominees or Candidates that are Voting Members in good standing and reside outside the state of Illinois may run for the Board of Directors within their Section or in the District closest to their office location outside the state. Final determination for a District location will be made by the Chairman of the Board and the Nominations and Elections Chair with advice from the CEO.
10. No Nominee or Candidate for an IPRA Board of Directors Position shall be allowed to be seated on either the Section Nominations Review Panel or the IPRA Nominations and Elections Committee.
11. The IPRA Nominations and Elections Committee Chair, on behalf of the Committee, will present a Slate to the Board of Directors who shall approve or reject the Slate of Candidates or any portion thereof for the election.
12. All Nominees and Candidates will be contacted by the IPRA Nominations and Elections Chair regarding their selection to be on the ballot for an IPRA Board of Directors Position and the results of the election process.
13. The recommendation by the IPRA Nominations and Elections Committee to the IPRA Board of Directors shall be considered final.
14. The IPRA Executive Committee shall have the authority to act on behalf of the Association members if a complaint or grievance is filed by any nominee or candidate against the Section Nomination Review Panel or the IPRA Nominations and Elections Committee.
15. A complaint or grievance must be filed within 5 (five) business days from suspected date of incident by the Nominee or Candidate.
16. The IPRA Executive Committee shall acknowledge receipt of the complaint or grievance in writing within 48 hours.
17. Once a complaint or grievance is filed by a Nominee/Candidate to the Chief Executive Officer of the Association, it shall be forwarded to the Chairman of the Board of Directors and the election process will be suspended until such complaint or grievance is duly investigated.

18. The decision of the IPRA Executive Committee and its investigation shall be the final decision and the election suspension will be lifted and such election shall move forward based on the decision.

Criteria for Nominee/Candidate

1. Be an IPRA Voting Member in good standing for a minimum of 5 years.
2. Be a member of the Section for at least one (1) year prior to nomination.
3. Be a member of the District (defined by office location) for at least one (1) year prior to nomination.
4. Attend a minimum of ten (10) hours of Continuing Education Programs per year while within office related to the Board Member's employment position.
5. Provide with Application a Letter of Support from the Nominee's employing agency at the time of nomination. If a nominee/candidate changes agencies prior to the election a new Letter of Support will be required.
6. Identify leadership skills and positions within the Illinois Park and Recreation Association, Illinois Association of Park Districts, National Recreation and Park Association or an Affiliate Organization of the Illinois Park and Recreation Association.
7. Identify leadership skills and positions within outside organizations for additional consideration for which include, but are not limited to; PTA, Church Organizations, Government Elected Positions and Non-Profit Organizations.
8. Strongly encouraged to hold a certification that is awarded by either examination, or balanced continuing education units or credits on an annual basis.

Nominations Process

The following process is to be adhered to by all nominees:

1. Nominees/Candidates for the IPRA Board of Directors may not begin any election campaign prior to the IPRA Nominations and Elections Committee's submission and approval of the Slate by the IPRA Board of Directors.

2. Nomination

Prior to the election, according to the timeline and format provided by the IPRA Headquarters, each nominee must be a voting member in good standing, and must submit the following items for either a Section or District Board Position

- a. Nomination Application Form.
- b. Letter of Support from current employing agency.
- c. Statement of Commitment Form.
- d. Photograph from the shoulders up only.
- e. Nominee biography of a maximum of 1000 characters
- f. Resume of Nominee

3. Eligibility

- a. Incumbency of one office shall not render anyone ineligible to another, except as provided in this Section.
- b. No candidate may run in more than one (1) section during an election cycle.
- c. No candidate may run in a Section and a District during the same election cycle.
- d. Irrespective of other provisions of these guidelines, no member shall become a Nominee or Candidate unless the member has indicated, in writing, a willingness to serve if elected (Statement of Commitment Form). It shall be the responsibility of the IPRA Nominations and Elections Committee to present, prior to balloting, evidence that the Nominee or Candidate is willing to serve if elected.
- e. Having held a prior IPRA Board or Officer Position shall not render anyone ineligible for nomination or election.

4. The IPRA Chief Executive Officer shall establish and submit to the Nominations and Elections Committee for approval, balloting procedures that meet the requirements of (1) fair balloting that is open to all eligible members of the association, (2) anonymity, (3) protection against fraudulent balloting, (4) ballot archiving, (5) the timely reporting and archiving of balloting results, and (6) electronic balloting and election confirmation.

5. Manner of Election

- a. On or before August 30th, the IPRA Nominations and Elections Committee shall transmit to the IPRA Board of Directors and Chief Executive Officer, the names of the members of the association who have been vetted and slated by the Committee and Sections.

b. Ballot

- i. A single choice ballot shall be used per Section or District, and the Candidate receiving the greater number of votes shall be declared elected.
- ii. The Ballot shall contain the names of all Candidates for positions available on the IPRA Board of Directors.
- iii. The Ballot shall be electronic in nature and all set up of the Ballot System shall be done by the IPRA Administrative Staff.

c. Voting

- i. The IPRA Nominations and Elections Committee shall set and announce in advance of the balloting, the interval during which ballots will be received to be counted; this interval shall be 30 days following distribution of the ballots.
- ii. On or before October 1 or a timeline date, the IPRA Chief Executive Officer and designated staff shall ensure a ballot is made available to each voting member of the association.
- iii. Ballots shall be electronic in nature unless otherwise described by the ADA.
- iv. Ballots must be completed and submitted by the deadline as outlined in the Nominations and Elections Timeline for the specific year.
- v. All IPRA voting members in good standing will have the opportunity to vote for all section and district candidates.

d. Tabulation

- i. The results will be independently tabulated via VoteNet system and verified. The IPRA Chief Executive Officer shall report the results to the Chair of the Nominations and Elections Committee and Section Directors.

- ii. Following vote tabulation and electronic verification, the IPRA Chief Executive Officer shall make the election results available to the general membership by posting results without specific counts in the appropriate area of the IPRA web site and Blog.
 - iii. The IPRA Nominations and Elections Chair shall notify each Candidate of the results of the elections starting with the non-winners and moving toward the winning candidate as last notification.
 - iv. No results shall be posted until the Chair of the Nomination and Elections Committee ratified the results and confirms notification.
 - v. The IPRA Board of Directors shall ratify each election either in person or through electronic media.
6. The IPRA Nominations and Elections Committee shall be responsible for receiving and acting upon all questions associated with the election process, to include any request for a special electronic verification recount. The IPRA Chief Executive Officer shall assist the Chair of the Nominations and Elections Committee with the process.
- 7. Procedure for Special Elections**
- a. If, in a specific election, circumstances do not permit the procedures prescribed elsewhere in these Guidelines to be carried out, the IPRA Nominations and Elections Committee shall forthwith devise a procedure for a special election after consulting with the Chief Executive Officer.
 - b. Such procedure shall be transmitted to and publicized promptly by the Chief Executive Officer, and used for that specific election.

Finances

The following guidelines and requirements apply to funds and/or other contributions in support of or in opposition to a Nominee or Candidate:

1. Solicitation of campaign funds by a Nominee or Candidate or his/her supporters is prohibited.
2. There will be no campaigning by Nominees for Office.
3. No funds of the Association, including of its Sections or Affiliate Organizations, shall be used to support or oppose the election of a Candidate. In-kind contributions from the association or its Sections or Affiliate Organizations are prohibited.
4. Solicitation of campaign funds by a Candidate from a IPRA Business or Agency Vendor is prohibited.

5. All expenses incurred in the creation, production and distribution of a web site and materials or literature to be used for promotion by the Candidate shall be borne personally by the Candidate.
6. Utilization of an agency email system is allowed upon approval of the Agency Executive.
7. Any member, who has a direct or indirect financial interest in the IPRA Board of Director decisions that is known at the time of approval of the Slate of Candidates by the Board of Directors, shall be declared ineligible to run for any position on the Board of Directors.
8. Fair Election Procedures, and, Nominees' and Candidates' Activities
 - a. At a minimum, the IPRA Chief Executive Officer and the IPRA Board of Directors shall ensure every Candidates photo and biography and "statement" is on the electronic ballot during the duration of the election.
 - b. All elections and election campaigns for office in the IPRA Board of Directors shall be carried out according to the following:
 - i. No paid advertising space in any IPRA publication or electronic media will be permitted. Further the use of the IPRA Membership Lists in any form, is prohibited.
 - ii. Candidates shall not make campaign statements at any IPRA level or Section level meeting, without the other Nominees or Candidates for that position being invited to speak and being present.

Ethical Expectations and Protocols on Campaign Activities

1. The IPRA logo may not be used on any materials used for campaign purposes, including the Candidate's web sites or email.
2. Propriety and decorum is expected at all times, and the Nominee or Candidate shall refrain from comparing themselves to or naming other nominees. Disparagement of any Candidate is strongly discouraged and may be interpreted as impugning. Each Candidate shall communicate this expectation to their supporters.
3. The Candidate may create and publish her or his own web site, using their desired content and design. The IPRA logo and other IPRA graphics shall not be used in any form or manner. No other individual, agency or institution websites shall be used for campaigning purposes. The IPRA will not provide links to any Candidates website.

Disclaimer: The Candidate's website is her or his own creation and responsibility, and the IPRA takes no responsibility whatsoever for the information posted on these sites. The IPRA reserves the right to totally separate the association from negative sites that would not be in the best interests of the members as a whole.

4. IPRA will not allow utilization of Member Lists for politicking.
5. Candidate literature, promotional materials, and novelties may be distributed at any time after the Slate of Candidates is approved by the IPRA Board of Directors.

Grievances or Complaints

1. If in any election the IPRA Nominations and Elections Committee or IPRA Board of Directors finds a significant violation of the IPRA Bylaws, or provisions of guidelines regulating election procedures, which appears to benefit the winning Candidate, the authority is vested within the IPRA Executive Committee to declare the election void and order a new election to fill the vacancy.
2. Opportunity shall be provided for a Nominee or Candidate whose election/selection is challenged, and the challenger(s) to state their views and convey such comments with any correspondence on the subject to the IPRA Executive Committee.
3. Opportunity shall be provided for full discussion by all Nominees or Candidates before the IPRA Executive Committee per these procedures and guidelines.
4. A positive vote by a majority of the combined members of the Executive Committee and Nominations and Elections Committee either written or electronic shall be required to declare an election void. No Nominee or Candidate in the disputed election shall vote in the Committee on the decision. The association shall hear no further appeal from this final decision.
5. Any grievance or complaint, except a voided election, may be directed to the IPRA Executive Committee. The IPRA Executive Committee acting on behalf of the IPRA Board of Directors will render a decision and that decision shall be final. All rendered decisions shall be made available to the IPRA Board of Directors and IPRA Nominations and Elections Chair in a timely fashion or at the next regularly scheduled meeting.

Penalties

The IPRA Board of Directors or their designee has the authority to sanction any Nominee or Candidate for violation of any of the above principles concerning prohibited activities. Sanctions may be a written warning or suspension of IPRA membership without refund of dues or any other financial obligation of the member.

Terms and Terminology

Nominee - IPRA Voting Member whose name appears on the Slate submitted by the Nominations and Elections Committee for approval by the IPRA Board of Directors.

Candidate- IPRA Voting Member whose name appears on the final ballot that elects a person to office.

Slate-A group of Nominees that are submitted by the Nominations and Elections Committee to the IPRA Board of Directors.

Section-A Special Interest Group of the Illinois Park and Recreation Association that was developed through the Bylaws of the Association.

District-A voting region of the Illinois Park and Recreation Association as designated within the Association Bylaws and is divided by counties within the state of Illinois.

Affiliate-An organization of members that are not organized under the umbrella of the Illinois Park and Recreation Association. Affiliates may be regional or special interest in nature.

Section Nominations Review Panel – A group of individual Voting Members within a Section that review Nomination Packets for the specific election. The Section Nominations Review Panel is appointed by the Section Director and no member may be a candidate during the election.

VoteNet – The online web based electronic voting system contracted by the Illinois Park and Recreation Association for ballot voting.