

**HOMELAND SECURITY FOUNDATION OF AMERICA**

**Board of Directors Nomination Form Instructions**

**Document #:** DOAS-B102B

**Last Updated:** 9 October 2013

**OVERVIEW**

The HSFA Board of Directors invites you to submit nominations for the Board of Directors.

**Who is Eligible?**

Directors shall be of the age of majority in the state of Georgia. The board of directors shall include members of diverse backgrounds, experiences, organizational skills, geographic location, financial background/skills and technical skills (such expertise as, but not limited to, security, terrorism, disaster preparedness, computer technology, engineering and scientific). The organization embraces diversity and strongly desires all qualified individuals, including people of varied ethnicity, gender identity, sexual orientation and physical abilities for board membership.

Additionally, the candidate may not have been convicted of a felony and must be willing to meet the 100% participation in giving requirement for all board members.

Each director shall hold office for a period of four years and until his or her successor is elected and qualifies. See HSFA Bylaws at <http://www.hsfamerica.org/Publications/Bylaws.pdf> for additional details, including duties, compensation, meetings, etc.

**How to Nominate**

You may nominate yourself or others. Please use the enclosed nomination form to suggest nominees. You may suggest as many members as you like. Be sure to include accurate addresses and phone numbers for each. Send completed forms and optional supporting documents, e.g., resume, letter of interest, recommendation letters, etc. to:

**THE HOMELAND SECURITY FOUNDATION OF AMERICA**

**DEPARTMENT OF ADMINISTRATIVE SERVICES**

**EMAIL (Preferred):** **DOAS@HSFAMERICA.ORG**

**FAX: (888) 308-0586**

**The Elections Process**

DOAS, after receiving and confirming all nominations, will submit a draft resolution to elect the candidates to the Governance and Finance Committee for consideration. For regular board members seats, nominations are accepted on an ongoing basis. The Board will debate each resolution and vote. A simple majority is required to win. The Board may postpone consideration of the resolution for a 30-day review in which existing Directors may contact the candidate(s) directly. At the end of the 30-day review, the Board will resume the issue and vote. A simple majority is required to win. Candidates will be notified of the outcome of the election.

**\*\* Election 2014 for Chairman of the Board \*\***

HSFA will hold an election 31 January, 2014 to elect a new Chairman of the Board (1 Position).  This election will be conducted by electronic vote (emailed PDF ballot).  DOAS shall administer the electronic voting system, conduct the election, and publish the election result.

Nominations will be accepted 20 November 2013 through 30 December 2013.  Nominees may campaign from 20 November 2013 through 30 January 2014 after the Board has:

1. Accepted the candidate’s nomination form;
2. Verified the aforementioned requirements; and
3. Spoken directly with the candidate to confirm acceptance of the nomination (whether self-nominated or other).

Once verified and confirmed, the DOAS will provide an elections package with instructions on how to use campaign resources and submit materials.

Acceptable Campaign Activities:

* Announce candidacy by sending an email or mailed letter and by the HSFA Elections Hotline.
* Prepare a brief press-release to notify the public - HSFA will review and distribute
* Prepare and send reasonable supporting documents providing an overview of capabilities and a narrative on why they are the ideal candidate for election.  These supporting documents must be provided to the Board Services Committee for distribution to members.
* Leave a weekly message on the HSFA Elections Hotline for distribution to the members (one message per week during the campaign period)
* Accept inbound calls from members with questions regarding candidacy.

Candidates may also participate in a debate-style forum scheduled for 21 January 2014.  If at least one (1) candidate elects to participate, this forum will be conducted by teleconference from 8:00pm, Eastern for no more than 2 hours.  Each candidate will be asked a question from the membership or the Board Services Committee.  Questions must be submitted to the Board Services Committee no later than 17 January 2013.  This forum will be moderated by the presiding Chairman of the Board.

**\*\* CANDIDATES MAY NOT OFFER GIFTS TO MEMBERS. \*\***

An Elections Hotline will be setup no later than 29 November 2013. Election results are final.  There must be a minimum 2/3rds quorum (2/3rds of board members must submit an electronic vote) and the winner must get a simple majority (51%).  If no candidate receives a majority vote, DOAS will present the top two (2) candidates with the highest votes for a second round of votes.  A simple majority is required to win.  If there is a tie, voting rounds continue until the tie is broken.  Per the bylaws, the presiding Chairman / President’s term, duties and responsibilities will continue until a candidate is elected and qualified.

**FORM INSTRUCTIONS**

**IF SUBMITTING A NOMINATION FOR A REGULAR BOARD SEAT, THE NOMINATION MAY BE SUBMITTED AT ANY TIME.**

**IF SUBMITTING A NOMINATION FOR CHAIRMAN OF THE BOARD OR PRESIDENT OF HSFA, THE NOMINATION FROM MUST BE SUBMITTED ELECTRONICALLY OR POSTMARKED BY MONDAY, 30 DECEMBER 2013.**

1. **Election Type** - Choose an Election Type for the nomination.
2. **First Name** - Enter the nominee’s first name.
3. **Last Name** - Enter the nominee’s last name
4. **Middle Initial** - Enter the nominee’s middle initial (optional)
5. **Street Address** - Enter the nominee’s street address
6. **City** - Enter the nominee’s City
7. **State** - Enter the nominee’s City
8. **Zip Code** - Enter the nominee’s Zip Code
9. **Gender** - Enter the nominee’s gender
10. **Age group** - Enter the nominee’s age group. (remember, the nominee must be the age of majority in the state of GA)
11. **Marital Status** - Enter the nominee’s Marital Status (Optional)
12. **Race** - Enter the nominee’s race if known (Optional)
13. **Ethnicity** - Enter the nominee’s ethnicity if known (Optional)
14. **Education** - Enter the nominee’s highest education
15. **Employment Status** - Select nominee’s employment status.
16. **Phone** - Enter contact information for the nominee (phone).
17. **Email** - Enter contact information for the nominee (email address).
18. **Knowledge Skills and Abilities** - Describe the nominee’s relevant experience and skills to the best of your ability. Be sure to list any affiliations for the nominee.
19. **Known Charitable Giving and Fundraising** - Describe in detail your knowledge of the nominee’s history of charitable giving and fundraising for nonprofits.
20. **Endorsement / Remarks** - Add your remarks or comments regarding why you believe the nominee will add value to HSFA.
21. **Nominated by** - Enter your name in the “Nominated by” field.
22. **Date** - Enter today’s date.
23. **How long have you known the nominee** - Enter how long you have personally known the nominee.

Send completed form and optional supporting documents, e.g., resume, letter of interest, recommendation letters, etc. to:

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