

October 15, 2018

EMAT Members,

Nominations for the 2019 Board Member Elections are now open. Nominations are due by November 30, 2018. EMAT has adopted a Nominations Policy to use for the process. There are 2 forms that are required for submission to the Nomination's Committee. The 1st form is to be completed by the nominator and is information regarding the nominee. The 2nd is the Requirements of Directors form to be completed by the nominee along with a biography and picture of the nominee.

The election will be held for the following

Positions: Directors for Regions 1, 2, 3, 4, 5, 6

At Large Directors - 2 will be elected

Forms should be submitted to Nomination Committee Chair Jamie Galloway via:

Email: ematinfo@gmail.com

The timeline for the 2019 election is:

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|--|--|
| Mon., October 15, 2018 | Nominations begin. All documents to Nominations Chair, Secretary and ED Office by midnight November 20, 2018 |
| Wed., November 21, 2018 | Candidate List submitted to Board |
| Friday, December 21, 2018 | Disseminate candidate list to members |
| Mon., January 7, 2019 | Ballots posted on the EMAT website |
| Mon., January 7, 2019 | Electronic Voting begins for 20 days. Ends midnight January 26, 2019 |
| Monday, February 13, 2019 February 15, 2019 | Runoff election if needed for 20 days. Electronic voting ends midnight |

The Nominations Policy, which includes the forms, can be obtained on the website at www.emat-tx.org. Those elected will be sworn in at the EMAT Symposium on Tuesday, February 18, 2019.



Emergency Management Association of Texas

101.01

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|--|---------------|-------------------|
| Subject Board of Director Nominations Policy | | |
| Effective Date July 27, 2012 | Reviewed Date | Revised Date |
| Related Policies None | | Pages 4 |

PURPOSE

To describe the methodology for nominating and recommending candidates to serve on the EMAT Board of Directors.

APPLICABILITY

This policy applies to all EMAT employees, contract-employees, elected leadership, and members.


POLICY

- A. Any EMAT Delegate class member in good-standing may nominate another EMAT Delegate class member in good-standing for recommendation to the EMAT Board of Directors.
- B. Any EMAT Corporate member in good-standing may nominate another EMAT Corporate member in good-standing for recommendation to the EMAT Board of Directors.
- C. Nominations will be accepted in accordance with the EMAT Constitution and Bylaws as Amended; *Article V, Section B-1, Nominations*.
- D. Nominees must meet the qualifications as outlined in the EMAT Constitution and Bylaws as Amended; *Article VII, Section 1-2, Board of Directors*. Additionally, the Nominations Committee will evaluate potential nominees for election to the Board of Directors on the criteria set below:
 - a. an outstanding record of professional accomplishment;
 - b. willingness to and ability to represent the best interest of EMAT and Emergency Managers state wide and not just one particular county, jurisdiction or company.
 - c. willingness to and ability to participate fully in Board activities including meetings of the Board, active participation as a Committee Chair or member of a Committee and attendance at the Annual Symposium.
- E. EMAT members may not self-nominate. Nominees must be sponsored by a Nominator.



PROCEDURES

- A. Any EMAT Delegate class member in good-standing may nominate another EMAT Delegate class member in good-standing by completing the Board of Directors Nomination Form (see page 3).
- B. Any EMAT Corporate member in good-standing may nominate another EMAT Corporate member in good-standing by completing the Board of Directors Nomination Form (see page 3).
- C. Nominator Responsibilities:
- Complete **Board of Director Nominations Form** (see page 3) for desired nominee.
 - Ensure Nominator signature and date are on form.
 - Return the form to the Nominations Committee Chair for processing.
- D. Nominee Responsibilities:
- Complete **Requirements of Director's Form** (see page 4).
 - Ensure Nominee signature and date are on the form.
 - Prepare a short bio with a picture to send as part of the nominations packet.
 - Return completed, signed and dated form with a short bio and high resolution photo to the Nominations Committee Chair.
- E. Nominations Committee Chair Responsibilities:
- Confirm Nominee is in good-standing and is eligible to serve on the EMAT Board of Directors.
 - Confirm Board of Director Nominations Form is completed, signed and dated.
 - Confirm Requirements of Directors Form is completed, signed and dated.
 - Confirm receipt of a short bio and picture.
 - After the nominations closing date, review the nominees and recommend the slate of candidates to the EMAT Board of Directors.
- F. The Nominations Committee Chair will complete the nominations process according to the EMAT Constitution and Bylaws as Amended.

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|---|---------------|
| Emergency Management Association of Texas | |
| EMAT President Signature | Date |
|  | July 27, 2012 |



Board of Director Nomination Form (completed by Nominator)

The Emergency Management Association of Texas (EMAT) Nominations Committee is asking for your assistance in nominating qualified candidates for service on the EMAT Board of Directors. EMAT endorses the association's commitment to furthering emergency management and seeks geographic representation among its nominees.

Name of Nominee: _____
Organization: _____
Title/Position: _____
Phone: _____
Email: _____

Board of Director's Position Nominated for (Check only one space):

Region 1 Region 5
 Region 2 Region 6
 Region 3 At-Large
 Region 4

Name of Nominator: _____
Organization: _____
Title/Position: _____
Phone: _____
Email: _____

Please detail why this member should be considered as a candidate for a position on the EMAT Board of Directors. Please detail the contributions the individual has made in any volunteer or leadership positions with EMAT or other organizations, and the qualities and characteristics they display that are befitting of a representative of EMAT.

Signature of Nominator: _____

Date: _____



Requirements of a Board of Director (filled out by Nominee)

Nominee, please initial in the space provided indicating you have read and understand each item:

The term of office is four years.

The Board of Directors meets four times a year – two in person meetings and two conference call meetings.

Officers are members of the Executive Committee and as such may meet more often than the entire Board.

All Board Members are expected to take an active leadership role in EMAT, which may include chairing a committee.

It is estimated that the time commitment for a Board Member is at least two-three (2-3) hours a month.

Since the Board of Directors is responsible for directing the activities and functions of EMAT, Board Members are expected to attend as many EMAT functions as possible.

Please answer the following questions:

Will you have the time to devote to the EMAT Board (Meetings, Symposium, Committee work)?

What do you feel the role of EMAT should be?

What do you feel are presently EMAT's strengths?

Where do you think EMAT has room for improvement?

Are there any special items or issues you would like to see EMAT address?

Are you currently serving on any other Board of Directors? Please list.

Signature of Nominee: _____