

The 2017 VPPPA Nominating Committee has established the following list of protocols for the VPPPA National Board of Directors' election process. Each candidate **must sign and return a copy of the protocols to VPPPA and keep one copy for his/her records.** The campaign rules are also posted on the VPPPA website at www.vpppa.org.

A candidate's campaign strategy must conform exactly to the approved protocols stated below. Failure to comply with the protocols may result in immediate disqualification.

GENERAL

1. To be elected or appointed to the VPPPA National Board of Directors, a nominee must be a Full or Corporate member of the association in good standing with at least one year of experience on a regional/national committee or regional/national board. Agency, Associate, Honorary Lifetime, International Associate, Non-Profit Organization, Union and Affiliate members are not eligible to run for office.
2. If applicable, the nominee for Labor Representative from a Site with a Collective Bargaining Agent must be an hourly and/or non-exempt salaried employee of a VPPPA Full or Corporate member organization and be a member of a collective bargaining unit represented by a labor organization.
3. If applicable, the nominee for Labor Representative from a Site without a Collective Bargaining Agent must be an hourly and/or non-exempt salaried employee of a VPPPA Full or Corporate member organization.
4. A nominee must obtain management commitment for their participation on the VPPPA National Board, which includes support for their commitment of time and travel expenses.
5. The candidate must review and accept the qualifications, duties, obligations and responsibilities for the particular position (please refer to the National VPPPA Bylaws and the current Board of Directors Requirements, Duties, Obligations and Responsibilities).
6. If questions arise concerning the election process, the 2017 Nominating Committee will review the issue and formulate a recommendation, which the Committee Chairperson will present to the VPPPA National Board of Directors Chairperson (or the VPPPA National Board of Directors if the position of the chairperson is being contested). The committee will then await the decision of the VPPPA National Board of Directors.
7. Current VPPPA Board members who are running for re-election must recuse themselves from the decision-making process regarding their candidacy or position.

PRE-CONFERENCE CAMPAIGN PROTOCOLS

1. Candidates who submit their nomination materials by the specified deadlines will be promoted by VPPPA through the following media:

- a. The VPPPA website: Information on each candidate, including a photo if provided, will be posted on the VPPPA website on a specified date.
- b. Email Newsletters: VPPPA will send out two email “newsletters” to the VPPPA membership on behalf of the candidates who submitted their nominations by the stated deadline. These will include the candidates’ names, company, position sought, and their complete description taken from the VPPPA website. The newsletters will be sent one month and one week before the conference.
- c. A description and photo of each candidate who submitted their nomination materials by the specified deadline will be included in the conference *Onsite Program*.

Note: This information is subject to revision by VPPPA staff. Revisions will be reviewed with the candidate before publication.

2. Candidates who submit their nominations by the specified deadline are allowed to publicize their candidacy in the following way:

- a. Each candidate is allowed to send one postal mailing to each individual on the conference registered VPPPA Full Membership list. VPPPA will provide each candidate with a list of physical mailing addresses AS PROVIDED by the registered VPPPA Full member to the association.
- b. Each candidate is allowed to send individual emails to VPPPA Full members.

Note: Candidates may not send out mass email to the VPPPA membership and are cautioned that excessive emails can be perceived as negative by prospective voters. Discretion is advised.

- c. Candidates may promote their candidacy at regional conferences but may not hand out campaign materials or give campaign speeches at general sessions and workshops.

Note: Candidates who do not submit their nomination materials by the specified deadline will not be able to campaign until their nomination has been accepted during the VPPPA Annual Meeting of the Membership at Safety+ 2017, after which time they will be able to campaign in accordance with onsite procedures.

3. Endorsement of Candidates by Government Agencies and the VPPPA Regions:

- a. Government agencies, exhibitors, and vendors are not permitted to endorse candidates on their websites nor promote candidates through any activities prior to or during a regional or national VPPPA conference.
- b. The VPPPA chapters are not allowed to endorse candidates through mass emails to members in their regions or on their regional websites.

ONSITE PROTOCOLS

1. Campaign Procedures:

- a. A table with equal space for each candidate will be provided for campaign materials on Monday, Tuesday and Wednesday of the conference during the times indicated in the *Onsite Program*. Campaign materials are limited to display on this table **ONLY** and may not be left unattended outside of the *Onsite Program's* specified times or in other areas of the hotel or conference facility. Campaign materials not complying with these procedures may be discarded without warning or notification to the candidate. A display up to 12" high, 8" wide and 6" deep may be used for a campaign message or picture. However, materials may not be attached to, projected, or otherwise displayed on the wall, floor or ceiling spaces within the hotel or conference activity areas. Campaign materials are limited to those that are placed flat on the tables provided, such as small promotional items, brochures and buttons, etc.
- b. Personal distribution of promotional items to conference attendees is permitted.

2. Annual Meeting of the Membership Procedures:

- a. Each candidate is expected to attend the VPPPA Annual Meeting of the Membership at the VPPPA National Conference. If he or she is unable to attend, he or she must inform Richard McConnell, the 2017 Nominating Committee Chairperson, in advance.
- b. Each candidate will be invited on stage to make a three-minute presentation to the VPPPA membership. The 2017 Nominating Committee Chair or designee will time these presentations and intervene when the three minutes have expired. Candidates are expected to abide by this time limit.

3. Nominations from the Floor:

- a. Candidates who are nominated from the floor must accept or deny the nomination and have their company management representative confirm their support.
- b. Upon acceptance of the nomination, candidates from the floor will be immediately asked to complete a nomination form and sign the 2017 VPPPA Election Protocols during the Annual Meeting of the Membership. These forms must be completed before the candidate can make their presentation to the VPPPA membership.
- c. Candidates running from the floor will not be able to campaign until their nomination has been accepted during the Annual Meeting of the Membership, after which time they will be able to campaign in accordance with onsite procedures.

I HAVE REVIEWED THE “2017 VPPPA ELECTION PROTOCOLS” AND AGREE TO ABIDE BY THE PROTOCOLS STATED ABOVE. I UNDERSTAND THAT MY CAMPAIGN STRATEGY MUST CONFORM EXACTLY TO THE PROTOCOLS AND ANY ACTIONS BEYOND THOSE STATED IN THE PROTOCOLS MAY RESULT IN IMMEDIATE DISQUALIFICATION.

Print or Type Name: _____ Date: _____

Sign: _____ Date: _____

PLEASE RETURN ONE SIGNED COPY TO VPPPA WITH YOUR NOMINATION MATERIALS AND KEEP ONE COPY FOR YOUR RECORDS. YOU MAY EMAIL, FAX OR MAIL YOUR NOMINATION FORMS.

Send to: Kerri Carpenter – Nominating Committee Staff Liaison at kcarpenter@vpppa.org

OR

VPPPA
ATTN: VPPPA NOMINATIONS
7600-E Leesburg Pike, Suite 100
Falls Church, VA 22043-2004
Fax: (703) 761-1148