

The 2021 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 SHARP Alliance/regional 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 2021 Nominating Committee will review the issue and formulate a decision. The Nominating Committee is made up of the seven Board of Directors positions not currently running. These positions will represent the Board as a whole.
7. Current VPPPA Board members who are running for re-election must recuse themselves from the decision-making process regarding their candidacy or position.
8. The submission deadline is **June 4, 2021**. By June 16, 2021, all eligible candidates will be notified. No campaign activities can occur until candidates have been notified.

PRE-SYMPOSIUM 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 e-blasts 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 will link to their complete description on the VPPPA website. The e-blasts will be sent one month and one week before the Safety+ Symposium.
- c. A description and photo of each candidate who submitted their nomination materials by the specified deadline will be included in the Safety+ App.

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. Once approved to run, each candidate may send **one postal mailing** to each individual **VPPPA Full Member Symposium Registrant**. The VPPPA National Office Staff will provide each candidate with a list of physical mailing addresses AS PROVIDED by the registrant to the association, if requested.
- b. Each candidate is allowed to send **individual emails** to VPPPA Full members once they are approved to run. Candidates may not send out **mass emails** to the VPPPA membership. Email lists will be provided by the VPPPA National Office Staff, if requested.

Note: Candidates are cautioned that excessive emails can be perceived as negative by prospective voters. Discretion is advised.

- c. Candidates may utilize their personal social media accounts (Facebook, Instagram, Twitter, LinkedIn, etc.) to campaign, beginning **after** the approval deadline. Candidates may only talk about themselves and their own campaigns. Candidates must remain positive about the campaign and VPPPA. Candidates may not speak disparagingly about any other candidates or those candidates' campaigns.

Note: The Nominating Committee will not actively police candidates' social media accounts but will respond to any complaints of misuse.

- d. Candidates may **not** promote their candidacy at regional conferences, even if the regional conference occurs after the approval deadline.

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 the 2021 Safety+ Symposium, after which time they will be able to campaign in accordance with onsite procedures.

3. Endorsement of Candidates by Government Agencies, VPPPA Regions, National Board, etc.:

- a. Government agencies 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 Regions are not allowed to endorse candidates through communications on their websites, social media, mass mailings, emails, phone calls, etc., to members in their regions. Regions can, however, wear campaign items like t-shirts and buttons.
- c. The National Board cannot endorse any candidate, except for themselves, if running.
- d. The VPPPA National Office Staff cannot endorse any candidate.
- e. The VPPPA Executive Director cannot endorse any candidate.
- f. Exhibitors and vendors cannot hand out any campaign items from their booth or hang posters for candidates in their booth. They can, however, wear items for a candidate running, only if the candidate is from that company.

ONSITE PROTOCOLS

1. Campaign Procedures:

- a. A table with equal space for each candidate will be provided for campaign materials on Tuesday, Wednesday and Thursday of the Safety+ Symposium during the times indicated in the *Onsite Journal*. Campaign materials are limited to display on this table **ONLY** and may not be left unattended outside of the *Onsite Journal's* specified times or in other areas of the hotel or event 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 event 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. Candidates can only distribute campaign material (paper, t-shirts, buttons, swag, etc. that complies with item a above) from their campaign table.
- c. Candidates can speak to individuals anywhere onsite. However, candidates cannot accost mass attendees heading into lunches, events, the Expo Hall, workshops, etc.
- d. Candidates may campaign during the Regional Business Meetings during Safety+ at the discretion of the Regional Board.
- e. Candidates are allowed to present workshops during the Safety+ Symposium but cannot discuss their candidacy or the election during those workshops.
- f. National and Regional Board Members may perform their normal duties if running. (Typical duties could include giving speeches, writing for the *Leader* or VPPPA blog, speaking to the press about Safety+, etc.) However, they cannot mention their campaign while carrying out those duties. They can, however, wear t-shirts, buttons, swag, etc. promoting their campaign.

2. Annual Meeting of the Membership Procedures:

- a. Each candidate is expected to attend the VPPPA Annual Meeting of the Membership at the 2021 Safety+ Symposium. If he or she is unable to attend, he or she must inform the 2021 Nominating Committee Chairperson, in advance.
- b. Each candidate will be invited on stage to make a three-minute presentation to the VPPPA membership. The 2021 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. Candidates may utilize technology during their three-minutes (AV, music, etc.), however, they must coordinate the use of technology with the National Office Staff at least 30 days prior to the start of the Safety+ Symposium.
- c. Candidates must be present at the Safety+ Symposium to give a speech. Exceptions may be made for active-duty military and other extenuating circumstances, with approval by the Nominating Committee.

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 2021 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.

4. Voting Area

- a. Candidates must stay a certain distance from the voting area, as designated by the Nominating Committee onsite.
- b. The only people allowed in the voting area are voters, members of the Nominating Committee and staff deemed necessary by the Nominating Committee.
- c. Candidates will be allowed to vote at a designated time prior to attendees voting.

5. Voting Results

Voting results will be given to the Nominating Committee Chair at the end of voting. The Nominating Committee Chair will then relay the results to the Nominating Committee and the candidates will be informed. No one, including any member of the Nominating Committee, National Board of Directors, National Office Staff or Executive Director, will have any access to the voting results before being officially informed by the Nominating Committee Chair.

6. Two Strikes, You're Out

- a. There will be a two-strike system with any possible issues that arise during the campaign period. Candidates will be coached once. The second time an offense occurs, the candidate will be disqualified. This will be at the discretion of the Nominating Committee.
- b. Candidates are expected to adhere to the Safety+ Code of Conduct (found on www.vpppa.org/symposium).

7. Ties

In the event of tie, the Nominating Committee shall cast the deciding vote by blind vote. In the event that there is an even number of Nominating Committee members, the Nominating Committee Chair shall not have a vote.

8. Hybrid Conference Addendum (2021 Only)

Given the 2021 Safety+ Symposium will be a Hybrid event allowing for both on-site and virtual participation. To ensure a fair and open nominations and voting process for all candidates, our Nominations Committee will work with our vendors to provide voting opportunities for all qualified sites.

In addition, Nominations from the Floor will be called for at least 5 days prior in order to facilitate and coordinate proper protocols across both on-site and virtual platforms. Nominees do not have to attend in

person in order to run, but they will be asked to provide speeches ahead of the conference to ensure everyone is given fair and equal opportunity.

I HAVE REVIEWED THE “2021 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: Nominating Committee at Nominations@vpppa.org

OR

VPPPA
ATTN: VPPPA NOMINATIONS
7600 Leesburg Pike
East Building, Suite 100
Falls Church, VA 22043-2004

OR

Fax: (703) 761-1148