

NCMA CHAPTER ELECTION GUIDLINES

The NCMA National Bylaws provides policy for the conduct of chapter elections. Full documentation of these policies can be found in the [NCMA Association Policy Manual](#).

The Basics:

- ✓ At minimum, chapters shall elect a chapter president, secretary and treasurer.
- ✓ Chapters may elect or appoint (without election) volunteers for additional positions.
- ✓ Elections should be completed by May 1, and results sent to HQ by May 15.
- ✓ All officers must be current NCMA members, affiliated with that chapter.
- ✓ Officers shall be elected by an affirmative vote of the majority of voting members.
- ✓ Election policies and procedures must be outlined in detail within the chapter bylaws.
- ✓ The term for chapter officers may be one or two years, and runs from July 1 – June 30.
- ✓ Officers may not serve in the same elected position for more than two consecutive terms.
- ✓ Election policies and term limits can be copied from the bylaws template available [here](#).
- ✓ HQ must be notified immediately of any changes in chapter leadership throughout the year.

The Resources:

[Bylaws Template](#)

[NCMA Association Policy Manual](#)

[Officer/Volunteer Roster](#)