



Dear YPN Member,

The Northern Virginia Urban League Young Professionals Network (YPN) is committed to continuing its legacy of electing effective leaders to build upon the solid foundation of the organization. The quality and character of young professional strong leaders have built the foundation of YPN, and now is the time for us to focus on the future and determine who will build upon this foundation of success.

As an active member of this organization, you have an opportunity to participate in the nominating process by identifying and recommending qualified candidates. YPN Elections will be held for the next term on April 13, 2016. Please see the table below for available positions:

President	Vice President
Treasurer	Secretary
Director of Communications	Director of Community Service
Director of Fund Development	Director of Membership
Director of Professional & Personal Development	Director of Social Programs
Director of Political Engagement	Historian

If interested, please review all the material and forms attached to learn how to nominate yourself or other members in good standing.

Forms attached:

1. Candidate Application Form – Applications will be distributed electronically via nvulypn.wildapricot.org on Thursday, March 9, 2017.
2. Eligibility Requirements
3. Officers Roles & Responsibilities
4. Officer Expectations
5. Elections Process & Timeline

Yours in the Movement,

Elections Committee, Young Professionals Network Northern
Virginia Urban League



ELIGIBILITY REQUIREMENTS:

ALL POSITIONS

1. Candidate must be a member in good standing according to the recent edition of YPN Bylaws.
2. Candidate must be willing to adhere to the Officers Roles & Responsibilities.
3. Candidate must be willing to commit to the transition process/period outlined in the candidate application.

YPN PRESIDENT ELIGIBILITY

1. Candidates for the YPN President position must be a member in good standing.
2. Candidate must have previously served on the Northern Virginia Urban League Young Professionals Network Executive Board for at least one year.
3. Candidate must be eligible for bonding to be fiscally responsible for the organization's funds.

YPN VICE PRESIDENT ELIGIBILITY

1. Candidates for the YPN Vice President position must be a member in good standing.
2. Candidate must be eligible for bonding to be fiscally responsible for the organization's funds.

YPN TREASURER ELIGIBILITY

1. Candidates for the YPN Treasurer position must be a member in good standing.
2. Candidate must be eligible for bonding to be fiscally responsible for the organization's funds.
3. Candidate must have financial background (degree, professional licensure, or experience).



OFFICER ROLES & RESPONSIBILITIES

President	Vice President	Secretary
<ul style="list-style-type: none"> • Preside over all executive board meetings, general body meetings, and membership orientations. • Liaison to NVUL, Board of Directors, NUL, GWUL, TN, and NULYPN. • Serves as spokesperson for YPN at community events. • Communicates with Eboard Officers & provide guidance on YPN programs. 	<ul style="list-style-type: none"> • Preside over all executive board meetings, general body meetings, and membership orientations in the absence of the President • Communicate/ Coordinate with each Director • Ensures program efficiency 	<ul style="list-style-type: none"> • Maintain accurate minutes/notes for executive board meetings and general body meetings • Create/maintain membership directory • Communicate with the Director of Membership • Disseminate minutes at general body meetings • Prepare agenda for executive board meetings and general body meeting • Serves notices to YPN members (internal YPN Moderator)
Treasurer	Director of Communications	Director of Membership
<ul style="list-style-type: none"> • Prepare financial reports • Create/Maintain/Record written requests for funds • Collect/Record cash and checks at events • Process funds • Work with membership to ensure proper payment of dues, etc. 	<ul style="list-style-type: none"> • Oversees website maintenance, publicity, external communication, and media relations • Disseminate information to YPN members (from external groups/ Serves as external YPN Moderator) • Create Press Kits • Coordinate with Director of Membership for research • Actively seek opportunities in media (newspapers, television, and radio) 	<ul style="list-style-type: none"> • Recruit and retain members • Update new member database • Communicate/coordinate with NOVAUL and Guild Director of Membership • Update/ Issue new member letters or packages • Create/Maintain Guest Sign- In sheets at Events • Maintain membership organization profile



OFFICER ROLES & RESPONSIBILITIES

Director of Personal & Professional Development	Director of Fund Development	Director of Community Service
<ul style="list-style-type: none"> • Create/Update/Maintain resume database • Coordinates/Plans events to develop YPN members personally and professionally • Survey and assess member needs to create activities • Communicate with Director of Membership • Develop team building activities • Support/Reinforce initiatives of National YPN Personal & Professional Development segment 	<ul style="list-style-type: none"> • Generate business plan for YPN • Generate funding for YPN general operation and events through sponsorships, donations, and other avenues • Communicate with Executive Board on funding initiatives • Create Strategic Alliances with other organizations (Partnerships) 	<ul style="list-style-type: none"> • Develop, create and coordinate community service activities • Liaison to local community organizations • Liaison for NVUL community service initiatives • Develop programs for adopted school • Organize National Day of Service initiative
Director of Social Programs	Political Engagement Director	Historian
<ul style="list-style-type: none"> • Develop, create, and coordinate social activities and events for YPN Members • Develop, create, and coordinate social activities and events to engage YPN Members with community • Maintain and develop social relationships with other organizations • Work with the directors of the Communications, Membership, and Finance/Fund Development Committees 	<ul style="list-style-type: none"> • Responsible for political awareness and education. • Serves as the liaison to local and state political networks • Facilitate political forum prior to general government elections. • Ongoing voter registration efforts 	<ul style="list-style-type: none"> • Document YPN events via photographs, Video or notes • Work with Director of Communications to supply YPN background, history and event history • Assist Directors and other Executive Board members with YPN initiatives



OFFICER EXPECTATIONS

1. Give or Get

Each executive board member is responsible for contributing at least \$250 to the Northern Virginia Urban League Young Professionals Network. The \$250 may be in the form of membership dues, scholarship funds, support of events through ticket sales, in-kind donations, personal donations, or individual sponsorship dollars.

2. Recruitment

Each executive board member is responsible for recruiting 5 new young professionals to the network.

3. Attire

Each executive board member is expected (at minimum) to be dressed in business casual attire at general body meetings or any event that is a public representation of the Young Professionals Network or the Northern Virginia Urban League.

4. Attendance

Each executive board member is expected to attend (at minimum) ten events per fiscal year. Events may be sponsored by YPN, GUILD, NVUL or NUL.

5. Performance Accountability

Each executive board member will be issued two warnings for lack of accountability. A third warning will result in dismissal from the executive board in accordance to Bylaws procedures.

6. Code of Ethics

Each executive board member is expected to demonstrate promise to Community, Communication, Cooperation, and Commitment.



ELECTIONS PROCESS & TIMELINE

1. [Please complete the nomination form here](#) and submit any attachments to the Elections Committee at parliamentarian@nvulypn.org.
2. Please complete one candidate application form per position. If you are submitting a nomination, you may submit one nomination per position via email (historian@nvulypn.org). The candidate will be contacted to accept the nomination and requested to complete a candidate application form.
3. Self-nominations **WILL BE** considered. However, you may only self-nominate for **1** position.
4. Candidates **MAY** campaign with the stipulations presented below:
 - a. Running candidates are expected to conduct a fair, honest, and respectful campaign;
 - b. Slanderous statements regarding other candidates are prohibited;
 - c. The behavior of candidates and supporters should always exemplify a high level of character and professionalism worthy to represent YPN.
 - d. A candidate will be DISQUALIFIED from the elections process if this standard is violated.
5. A YPN Candidate Forum (Q&A and Elections) will be held during the April General Body Meeting, during which time candidates will formally identify themselves as prospective executive officers and discuss their platform for the upcoming fiscal year.
6. **The deadline for nominations March 24, 2017.**
7. If you have questions or concerns, please contact Parliamentarian Bright Sarfo at parliamentarian@nvulypn.org



YPN ELECTIONS TIMELINE

DATE	EVENT
March 9	Nominations Open
March 9	Elections materials available on nvulypn.wildapricot.org .
March 24	Nominations Close
March 27	Candidate slate determined
April 5	Candidate Mixer during First Friday Happy Hour
April 5	Deadline to join or renew YPN membership to be eligible to vote
April 6	Online Voting Opens
April 12	Online Voting Closes
April 13	Elections (YPN Candidate Forum: Q&A) Election Results
April 14	Election Results Posted Electronically
May 1 st –June 30 th	Transition Period
May	NVUL Annual Membership Meeting (Required for new officers)

July 1st

New YPN Executive Board Effective



ELECTION VOTING

Voting.

Voter Qualifications. Only YPN members in good standing are eligible to vote. A list of all members qualified to vote will be available at the Annual Elections Meeting on **April 13, 2017**

Ballots. Voting shall be by ballot. Absentee ballots have been provided and must be received by the Elections Committee by the date specified in the Elections Timetable. Each ballot and absentee ballot contains the names of all eligible candidates for all open positions. Each voting member shall cast ONE ballot.

Vote Tabulation. The Nominations Committee shall collect the ballots, count the votes, and announce the new officers. The Elections Committee shall oversee the counting of the ballots immediately following the voting procedure.

Election Results.

If more than one candidate runs for an officer position, the winner will be the candidate who received a plurality of votes cast. In the event that a candidate is unopposed, such candidate must have received a majority of the votes cast. In the event of a tie vote, a run-off election shall occur as described in *Run-Off Election* below. The results shall be announced at the Annual Elections Meeting or at another time approved by the Executive Board.

Run-Off Election.

In the event of a tie vote for an officer position, the candidates with the highest equal votes shall participate in a run-off election until one candidate receives a plurality of votes cast. The run-off election shall occur at the Annual Elections Meeting on April 14, 2016. No absentee ballots shall be allowed for any run-off election.

Unfilled Positions.

If an officer position, other than the President, is not filled at the Annual Elections Meeting, the President-elect shall appoint an individual member to fill such unfilled position. Such appointment shall be confirmed by the Executive Board-elect. If the President position is not filled at the Annual Elections Meeting, a special election may be held.

Special Elections.

Where there is a need for a special election, the Elections Committee shall submit a special election timetable and a slate of candidate(s) to the Executive Board for its confirmation. Upon confirmation by the Executive Board, the Elections Committee shall then distribute to the voting members the special election timetable and the slate of candidates. The special election will then take place at the time specified in the special election timetable.