



Nominating Committee

**VOLUNTARY PROTECTION PROGRAMS PARTICIPANTS' ASSOCIATION  
REGION VII BOARD OF DIRECTORS  
ELECTION PROTOCOL**

**\*\*\* SUBMISSION DEADLINE – June 2, 2023 \*\*\***

The Voluntary Protection Programs Participants' Association Region VII (Chapter) Nominating Committee (Committee) has established the following protocol for the Board of Directors (Board) election process. Each candidate shall receive a copy of the election protocol. The candidate shall sign and returned this document to the Chapter Committee Chairperson (the candidate is advised to keep a copy for their records). A candidate's campaign strategy shall conform exactly to this protocol. Failure to comply with any of the following requirements may result in immediate disqualification.

**General**

1. To be elected or appointed to the Chapter Board, a nominee shall be a Full or Corporate Chapter member of Voluntary Protection Programs Participant's Association Region VII in good standing. The corporate location must be within Region VII.
2. A nominee for Labor Representative from a Site with a Collective Bargaining Agreement (CBA) and Labor Representative from a Site without a CBA must be an hourly and / or non-exempt salaried employee of a VPPPA member organization.
3. A nominee shall obtain written management commitment for their participation on the Chapter Board, which includes support for their commitment of time and travel expenses.
4. Officer candidates must submit to a background check compliant with the Fair Credit Reporting Act (FCRA) to evaluate the candidate for the sole purpose of determining their ability to honestly and ethically serve as an officer of the Chapter.
5. The candidate shall review and accept the requirements, duties, obligations and responsibilities for the position for which they are nominated (please refer to the Chapter By-laws).
6. If questions arise concerning the election process, the Committee shall review the issue and formulate a recommendation. The Committee Chairperson shall present the issue and recommendation to the Chapter Chairperson. A decision shall be rendered by the Chapter Board of Directors, which shall be accepted by the Chapter. Current Chapter Board members who are running for re-election shall recuse themselves from the decision-making process.

**Pre-Conference Campaign Protocol**

Pre-conference campaigning is restricted to the activities listed below. Any additional campaign activities by the candidate or entity acting on behalf of the candidate may result in immediate disqualification.

1. Candidates who submit their nomination materials by the specified deadlines will be promoted by the Chapter through the following media:
  - a. The Chapter website.
  - b. E-mail Newsletters. The Chapter will distribute two e-mails to the Chapter membership on behalf of those candidates who submitted their nominations by the stated deadline. The e-mails will include the candidate's name, company and position sought. The e-mails will be distributed both one month and one week prior to the conference.
  - c. The Chapter Conference Onsite Program.
  - d. This information is subject to revision by the Committee. Revisions will be reviewed with the candidate before publication.
  - e. Candidates shall not individually send out mass-emails to the Chapter membership.
2. Candidates who submit their nominations by the specified deadline are allowed to publicize their candidacy in the following way:
  - a. Sending one postal mailing to the Chapter Full membership at their physical mailing address provided by the Chapter and as shown in the Chapter records.



Nominating Committee

- b. 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 Chapter Meeting of the Membership at the Annual Chapter Conference, after which time they will be able to campaign in accordance with onsite procedures.
3. Government agencies, VPPPA regional chapters, exhibitors and vendors are prohibited from endorsing and / or promoting candidates on their websites, through mass e-mails and / or through any other activity prior to or during the Chapter Conference.

### Onsite Campaign Protocol

1. Campaign procedures.
  - a. One table with equal space for each candidate will be provided for campaign materials. Campaign materials are limited to display on this table only and may not be left unattended in other areas of the hotel or conference activity areas. Candidate campaign materials mounted on easels or walls within the hotel or conference activity areas is prohibited.
  - b. Personal distribution of promotional items to Conference attendees is permitted.
2. Annual meeting of the membership.
  - a. Each candidate shall attend the Chapter's Annual Meeting of the Membership at the Annual Chapter Conference. Candidates unable to attend shall inform the Nominating Committee Chairperson in advance.
  - b. Each candidate is invited to make a three-minute presentation to the Chapter membership. A Nominating Committee member shall time the presentations and intervene when the time limit has 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 Election Protocol during the Annual Meeting of the Membership. These forms must be completed before the candidate can make their presentation to the Chapter membership. A Management Support Letter shall be produced within one week of the election for final confirmation of election results.
  - c. Candidates nominated 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 VPPPA Region VII Board of Directors Election Protocol, meet eligibility requirements and agree to abide by the requirements stated above. I understand my campaign strategy must conform exactly to the requirements and any actions beyond those stated in the requirements may result in immediate disqualification.*

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Please return a signed copy of this form to the Nominations Committee Chairperson with your nomination materials by June 2, 2023. You are advised to keep a copy for your records.

VPPPA Region VII Board of Directors  
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