Midwifery Association of Washington State
Nominations & Elections of Directors and Officers of the Board
Process Guidelines
Updated: July 2013

Purpose
The purpose of this document is to summarize the procedures used to replace Directors and Officers of the MAWS Board whose term of service has ended or whose term will be complete by the end of the current fiscal year. The procedures to replace student representatives are contained in a separate document.

Background
Directors and Officers of the MAWS Board are elected for an initial term of two-years\(^1\). At the end of the 2\(^{nd}\) year of service, Directors and Officers may be elected for successive terms, which are not limited by Bylaws of the Association; however, no President or Vice President will be allowed to serve subsequent terms unless approved by two-thirds of the Board. It is the responsibility of the Board’s Nominations Committee to determine how many openings there will be at the end of the term year, to recruit replacements and to manage the selection process. Directors’ terms begin and end in the month of November and Officers’ terms begin and end in the month of December. Directors may serve concurrently as officers of the Association, but may not be members of the Association’s staff.

To ensure an objective process, the Nominations Committee will form an Elections Committee for each elections cycle, which shall include one current officer of the Board (who is not eligible for re-election during this cycle), one former officer of the Board and the MAWS program director. The Elections Committee will be responsible to select the final slate of candidates. The Directors are elected by the full membership. The Board elects its Officers. According to the MAWS by-laws, the final slate of Directors shall be communicated to the membership not less than 30 days in advance of the annual meeting.

Preferred Qualifications for Directors of the Board
• General qualifications include:
  o Certified Professional Midwife (CPM) seeking or actively holding licensure as a Licensed Midwife (LM) in Washington State,
  o Or consumers of Midwifery care in the state of Washington.
  o Demonstrated commitment to MAWS and active engagement with the midwifery community.
  o Interest in contributing to midwifery professional issues in Washington State.
  o Leadership abilities.
  o Able to think strategically.
  o Team player who would complement the regional representation, diversity and capabilities of the current Board make-up.
  o Commitment to give required time to Board role and responsibilities.
  o Initiative, ability to make an impact in the position.
  o Management experience in a free standing Birth Center or private midwifery practice.
  o Legislative or lobbying experience.
  o Fundraising, grant writing or research experience.
  o Prior board experience is preferred, but not required.
• Specific responsibilities are documented in the position description.

\(^1\) Professional and Associate members are eligible for election, as defined in the MAWS Bylaws.
Preferred Qualifications for Officers of the Board

- General qualifications include:
  - Experience as a Director of the Board
  - Demonstrated commitment to MAWS and active engagement with the midwifery community
  - Leadership abilities
  - Able to think strategically
  - Commitment to give required time to the role and responsibilities of the Office
  - Initiative, ability to make an impact in the position
- Specific responsibilities are documented in the position description.

Decision Criteria for Recommended Slate of Candidates (Directors and Officers):

- The recommended slate of candidates is diverse in prior experience, geographic representation, ethnicity and gender.
- The recommended candidates meet the qualifications.
- Some of the recommended candidates were nominated by their peers or other members of the MAWS community.
- Candidates should be selected for the slate in such a way as to ensure that the majority of Board members have prior Board experience, strong connections in the community and professional networks.
- Candidates are reviewed and selected for the slate based on their qualifications and the requirements of the job description. This process is followed for both the internal and external nomination cycle.

Process Outline – Regular-cycle

Note: The months referenced in the steps above are the ideal timeframe. The timeframe may change depending on other circumstances.

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<tr>
<th>Step</th>
<th>Timeframe</th>
<th>Summary of Process Steps</th>
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<td>1</td>
<td>July - August</td>
<td>Nominations Committee to identify upcoming Board openings of Directors and Officers.</td>
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| 2    | August BOD meeting | Nominations Committee to solicit volunteers to form the Elections Committee comprised of:  
  - 1 current officer of the Board who is not up for election in this cycle,  
  - 1 former officer of the Board and,  
  - MAWS Program Director. |
| 3    | August | Solicit nominations from current Board of Directors who are interested in a new Board position.  
  - If a current Board member is interested in a position, they must submit a letter of interest along with an updated resume. |
| 4    | September | Elections Committee interviews internal candidates and recommends internal candidates to the slate for a vote by the membership  
  - Schedule and conduct phone interviews with internal candidates and the Nominations Committee.  
  - The Nominations Committee shall use the same decision criteria for internal candidates and external candidates. If an internal candidate does not have the preferred qualifications or has not demonstrated active participation on the Board, s/he shall be denied the new position. |
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<thead>
<tr>
<th>Week</th>
<th>Month</th>
<th>Action</th>
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| 5     | September | Announce remaining Board openings and solicit nominations from the membership and midwifery community  
|       |         | • Publish an announcement of the Board openings on Facebook, and in separate email to the membership with a September 15 deadline for acceptance of nominations.  
|       |         | • The announcement shall include MAWS new Board member orientation overview and the Directions position description. Applicants are asked to submit a letter of interest along with a resume.  
|       |         | • Allow for 2-4 weeks for submission of resumes and letters of interest. |
| 6     | September | Interview external candidates and recommend external candidates to the membership for a vote  
|       |         | • Schedule and conduct phone interviews with all external candidates.  
|       |         | • The recommendation shall include detailed descriptions of all candidates along with reasons for specific recommendations. |
| 7     | September -October | Conduct voting for Directors  
|       |         | • Draft a slate with detailed descriptions of each candidate. The descriptions shall describe each candidate uniquely and, if possible, resumes should be included.  
|       |         | • Send slate to membership not less than 40 days in advance of the annual meeting with a deadline of not less than 7 days before the annual meeting. |
| 8     | November | Announce and Welcome New Directors of the Board  
|       |         | • Announce and introduce new Board members at the Annual Meeting and on the MAWS website. |
| 9     | November | Announce Officer positions open for re-election and solicit nominations from the Board |
| 10    | November | Interview candidates and recommend slate to the Board for a vote  
|       |         | • Schedule and conduct phone interviews with all candidates.  
|       |         | • The recommendation shall include detailed descriptions of all candidates along with reasons for specific recommendations. |
| 11    | November/December | Conduct voting for Officers  
|       |         | • Draft a slate with detailed descriptions of each candidate. The descriptions shall describe each candidate uniquely and, if possible, resumes should be included.  
|       |         | • Send slate to the Board not less than 30 days in advance of the annual Board meeting with a deadline of not less than 7 days before the Board meeting for response. |
| 12    | December | Announce and Welcome New Officers of the Board  
|       |         | • Announce and introduce new Officers at the Annual Board Meeting and on the MAWS website. |