

Virginia FBLA-PBL Foundation

Board of Directors Procedure

Number ___ 2 ___
Page _____
Date Issued ___ 03/11/06 ___
Supersedes ___ 09/14/02 ___
Approved ___ MM ___

Title: Election of Board Members

- .01 Purpose
The purpose of this procedure is to establish a process for the election of board members prior to board meetings.
- .02 Applicability
This applies to all new board members of the Virginia FBLA-PBL Foundation.
- .03 Associated Policies
Bylaws of the Virginia FBLA-PBL Foundation.
“Selection Procedures for Board of Directors of the Virginia FBLA-PBL Foundation, Inc.”
- .04 Exception Authorization
The Board of Directors must approve any exception to this procedure.
- .05 Definitions
- .06 Process
Board members should refer to the document, “Selection Procedures for Board of Directors of the Virginia FBLA-PBL Foundation, Inc.” on the Web site for explicit directions on the process for electing board members. An outline of the process is stated below in the “Procedure” section.
- .07 Procedure
A. Any current board member may nominate an individual for the board.
B. The nomination should be made via e-mail to the chairman, using a format to be provided upon request. This request should be made ***without the nominee’s knowledge*** that they are being considered as a new member on the board of directors for the foundation.
C. The nomination should be a minimum of 45 days prior to a scheduled board meeting.
D. The chairman will forward all nominations to the board for review.
E. The chairman will ask for a vote of current board members.
F. Unanimous affirmative votes will result in the selection of the nominee.
G. Any vote less than unanimous will result in a review at the next board meeting.
H. Once it has been decided to extend an invitation to a nominee, they will be given the nomination form to be filled out in full, listing their desired involvement.

SELECTION PROCESS FOR BOARD OF DIRECTORS OF THE VIRGINIA FBLA-PBL FOUNDATION, INC.

METHOD OF SELECTION

In accordance with Article III of the Bylaws of The Virginia Future Business Leaders of America/Phi Beta Lambda Foundation, Inc., prospective new board members shall be nominated according to the rotation schedule and definition in the Bylaws. The entire board shall vote upon the prospective new board member. The name of the nominee(s) will then be submitted to the Chair of the Virginia FBLA-PBL Foundation, Inc.

If there are more applicants than positions to be filled, a committee shall be appointed by the Chair of the Board to review applications of the nominees and make recommendations to the Board.

The name(s) of the newly elected member(s) will be submitted to the Chair of the Virginia FBLA-PBL Foundation, Inc. The Chair will inform the newly elected director(s) of their election. New board members shall assume their responsibilities as of the next Board of Directors meeting. An orientation for all new Board members shall be held.

The Virginia Future Business Leaders of America/
Phi Beta Lambda Foundation, Inc.

NOMINATION FORM
FOR
BOARD OF DIRECTORS

This form must be postmarked or e-mailed 45 days prior to a scheduled board meeting

TO: Foundation Board Chair

FROM: _____

RE: Nomination to Foundation Board of Directors - term (2 or 3 years)*

Board Category (CHECK appropriate category): FBLA PBL PROFESSIONAL

Nominating individual/chapter: _____

*FBLA and PBL adviser terms are for 2 years; Business and Industry representative terms are for 3 years.
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NOMINEE'S NAME: \_\_\_\_\_

NOMINEE'S HOME ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

HOME PHONE: \_\_\_\_\_ BUSINESS PHONE: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

**SUPPORT FOR NOMINEE:**  
(ATTACH ADDITIONAL PAGES, IF NEEDED)

\_\_\_\_\_

# VIRGINIA FBLA-PBL FOUNDATION, INC.

## BOARD OF DIRECTORS NOMINATING CRITERIA

### CANDIDATE EVALUATION:

- I. MUST meet all minimum requirements of board members:
  - A. Current Bronze member of the Foundation.
  - B. Willing to join FBLA-PBL Professional Division.
  - C. Willing to serve a 3-year minimum term.
  - D. Willing to participate in board meetings.
  
- II. Has one or more of the following preferred characteristics:
  - A. Recommended by a local FBLA or PBL chapter.
  - B. Advanced support of the Foundation (Silver, Gold, Life membership).
  - C. Current member of FBLA-PBL Professional Division.
  - D. Willing to participate in FBLA and PBL regional and state meetings.
  - E. Willing to participate in board team meetings.
  - F. Demonstrated support of FBLA-PBL in the past.

### OTHER FACTORS:

- I. **Geographic Dispersion.** The overall makeup of the board should strive for representation from as many areas of the state as possible. This confirms the intent of the Foundation to serve all FBLA and PBL members in the state and allows improved opportunity for representation at local and regional meetings. It would be preferable to have, at minimum, one board member from each region.
  
- II. **Professional Experience.** The board should strive for representation from as diverse a background as possible yet support the specific technical areas of vital importance to the Foundation. The vital technical expertise needed on the board include, but are not limited to: Accounting, Finance, Legal, Marketing, Management, and Technical Support.
  
- III. **Equal Opportunity.** As a support organization dedicated to the goals of FBLA-PBL, the Foundation must set an exemplary standard in the area of equal opportunity. In order to do so, factors such as race, religion, color, age, creed, sex, handicapping conditions, national origin, etc., must never be factors in evaluating candidates for board member positions.

TO: FBLA-PBL FOUNDATION BOARD CHAIR (*Mmills@woodmark.com*, Mike Mills)

RE: Foundation Board Nomination

FROM: \_\_\_\_\_

DATE: \_\_\_\_\_

~~~~~ I hereby submit the following information in consideration of being elected to the Board of Directors of the FBLA-PBL FOUNDATION, INC.

Business address/phone number

Home address/phone number

Phone: ___

Phone: ___

Fax: ___

Fax: ___

E-mail: ___

E-mail: ___

Is the nominee a Bronze member of the Foundation? Yes No Willing to become a Bronze Member

Is the nominee a member of FBLA-PBL Professional Division? Yes No Willing to become a Professional Member

Is the nominee willing to serve at least the required term on the Board of Directors? Yes No

Will you participate in board meetings? Yes No
(normally scheduled in September and March)

What areas of technical expertise do you have (check all that apply)?

Accounting Finance Legal Marketing Management Technical Support Other (please describe below)

Please provide/attach a brief biographical sketch or resume (one page preferred) to include: current job description, past job experience, current and past FBLA-PBL experience, (or other career and technical organization experience such as FFA, DECA, VICA, etc.) education, professional/civic memberships/offices currently held, and why the nominee would like to serve.