



GUIDELINES GOVERNING GREATER WASHINGTON URBAN LEAGUE (GWUL) THURSDAY NETWORK (TN) 2018 ANNUAL ELECTIONS

ELECTIONS

ELECTIONS COMMITTEE

To oversee the elections process, a committee of Thursday Network members shall be assembled, and the following guidelines will be observed:

1. The Chair of the Elections Committee shall be the Parliamentarian of Thursday Network. In the event the Parliamentarian plans to be a candidate in the current elections or is otherwise unable to serve, a Chair shall be nominated to and approved by the Executive Board and the Parliamentarian shall not be a member of the Elections Committee.
2. The Elections Committee shall consist of no fewer than five (5) members in good standing (dues paid, service criteria met) in Thursday Network. These members must be approved by a majority vote of the TN Executive Board.
3. No member of the Elections Committee shall be allowed to campaign for any candidate in a TN Election. A violation of this shall immediately disqualify the committee member from service.

ELECTRONIC NOMINATIONS PERIOD

For the nomination of members for an elected office via electronic mail, the following guidelines will be observed:

1. To nominate a member for office through electronic mail, the Chair of the Elections Committee, or designee, must receive a message no later than noon on Thursday, July 26th, 2018. Electronic nominations sent after that deadline will not be accepted.
2. The committee may utilize various current technology to facilitate electronic nominations, not limited to traditional electronic mail.
3. A member may either nominate another member or themselves for the office position.
4. The Chair of the Elections Committee will be allowed to second all motions submitted electronically.



5. The Chair of the Elections Committee, or designee, will work to secure the nominee's acceptance of their nomination. If accepted, the nominee will be added to the roster of candidates.

FLOOR NOMINATIONS PERIOD

For the nomination of officers and committee chairpersons, the following guidelines will be observed:

1. During the nominations portion of the July 2018 TN General Body Meeting, the Chair of the Elections Committee will open the floor for nominations.
2. Each position will be named and the nominations will be entertained for that respective office.
3. The Chair of the Committee shall name candidates previously nominated during the Electronic Nominations Period. Declined nominations will not be read.
4. For each office a member must move to nominate another member for that position. An additional person must second the motion to nominate.
 - a. Failure to secure a second to a motion means the motion is null.
 - b. In this instance, the Chair of the Elections Committee will generally second the motion.
5. Nominated members present during the meeting will be asked to accept or decline the nomination. Nominees unready to make a decision may state so and be revisited by the Chair of the Elections Committee prior to closing the floor nominations period.
6. The Chair of the Elections Committee will close the floor to nominations as appropriate.
7. Members who were nominated during the nominating meeting, yet not present or who state unreadiness, must accept or decline their nominations.
 - a. The Chair of the Elections Committee will contact members individually to solicit a final disposition on their candidacy.
 - b. Members who accept their nominations will be noted on the roster of candidates.
 - c. Members who decline their nominations will be removed from the roster of candidates.
 - d. An electronic copy of the member's disposition will be forwarded to the Executive Board for the records.



8. The nominations period will end at the conclusion of this session. The Chair of the Elections Committee will then dispatch a message to the general body listing the roster of candidates.

CAMPAIGNING

For the elections campaigning, the following guidelines will be observed:

1. Candidates are prohibited from mailing elections materials to the home or workplace of any GWUL TN member or GWUL employee.
2. Candidates are prohibited from soliciting funds for the purpose of supporting the election campaign for their respective TN Executive Board position.
3. All campaigns are expected to uphold high integrity and ethical standards. No candidate shall engage in defamatory campaigning (including but not limited to misrepresentation of facts, slanderous rhetoric, or production of offensive materials).
4. Current members of the Executive Board who are candidates for election to any office may not conduct any campaign business using TN email addresses or any other official TN communication channel or resource.

MEET THE CANDIDATES SESSION

The Meet the Candidates Session is an opportunity for executive board candidates to share their views and leadership philosophies with other members of TN.

The Elections Committee, in consultation with the sitting Executive Board, determines the protocols and procedures of the Meet the Candidates Session.

BALLOTING

For the creation of the official ballot, the following guidelines will be observed:

1. To appear on the ballot, all candidates must be certified as being in good-standing prior to the deadline to submit elections materials to the Elections Committee.
2. Only candidates who submit ALL election materials by the stated deadlines and attend ALL mandatory meetings shall appear on the ballot.
3. Write-in candidacies are not allowed.



ELIGIBILITY OF CANDIDATES

For the election of officers, the following guidelines will be observed:

1. The TN Elections Committee, working with the Executive Board Secretary, Treasurer and the Membership Committee Chair, will certify the good standing of all candidates prior to the Meet the Candidates Session.
 - a. Good standing certification requires active membership as defined by the TN By-Laws.
 - i. be between twenty-one (21) and forty (40) years old
 - ii. be a member of the GWUL
 - iii. have attended New Member Orientation (NMO).
 - iv. pay an annual membership fee as determined by the Executive Committee
 - v. attend three (3) community service events throughout their membership tenure of one (1) year. A community service event is defined as an event planned and executed by the Community Service Committee. Attendance at an event is defined as physical participation in or a resource support contribution for a community service event. All members who participate in any Thursday Network sponsored community service program (such as the mentoring program or scholarship committee) will automatically meet the community service requirement, provided they meet the requirements of the respective programs.
 - b. Members in good standing will be provided with the appropriate designator, allowing them to vote during the meeting's elections.
 - c. Members running for President and Vice-President will have served on Thursday Network's Executive Board or another NULYP Chapter's Executive Board for at least one (1) term (year).
 - d. Members running for Treasurer will have a background or at least two (2) years professional work experience in Finance, Accounting, Business Management, or other related business field.

ELECTION PROCEDURES

For the election of officers, the following guidelines will be observed:

1. Candidates for each office will be called on by position, beginning with standing committees, and ending with the office of President. Candidates for each will offer remarks to the general body in alphabetical order.



- a. Remarks will be confined to two minutes.
 - i. Candidate will be instructed to begin speaking by the Chair of the Elections Committee or the appropriate designee
 - ii. At 1:45, the timekeeper will alert the Candidate to 15 remaining seconds
 - iii. At 2:00, the timekeeper will call time and the Candidate should end their speech
 - iv. At 2:10, should the Candidate still be speaking, the timekeeper will again call time and ask the Candidate to be seated.
 - v. Any Candidate speaking beyond the 2:10 time limit are subject to immediately disqualified.
 - b. Questions and Answers are not permitted during the two allotted minutes.
 - c. Remarks may not involve any multimedia presentations, technology devices, or social media(e.g., PowerPoint presentations, videotape, computer displays)
 - d. A Question and Answer period will follow each candidate's remarks.
 - i. The General body will provide questions for each position at the beginning of the Elections General Body Meeting.
 - ii. The Elections Committee will select two questions to ask each candidate at the conclusion of their remarks period.
 - iii. Candidates will be allowed thirty seconds to respond to each question.
2. Candidates for President or Vice-President may request a debate format to the Elections Committee. The request must be submitted no later than 24 hours prior to the Elections General Body Meeting
 3. Candidates who are not present during the Elections General Body Meeting and/or 'Meet the Candidates' session may designate a member to deliver a speech on their behalf.
 - a. The substituting member is still subject to the time restraints and considerations as outlined in this document.
 - b. A candidate may be disqualified if their designee does not adhere to the time requirements and guidelines.
 4. After remarks from each candidate, the general body will be polled by written and/or electronic ballot.
 5. The Chair of the Elections Committee or the appropriate designee will collect or tabulate the ballots and retire for tallying.
 6. Once the vote count has been determined, the Chair of the Elections Committee will certify the vote and present the results to the general body.



7. The Chair of the Elections Committee will dispatch a message to the general body - by way of electronic communications - indicating the final full tally of the elections.

ABSENTEE VOTING

For absentee voting during the elections, the following guidelines will be observed:

1. Members in good standing, who deem they are not able to attend the Election Day General Body Meeting, may contact the Chair of the Elections Committee to secure an electronic absentee ballot, with which to cast their vote.
2. The Chair of the Elections Committee must receive absentee ballots by Noon EDT on Thursday, August 23, 2018. Electronic Absentee ballots received after that deadline will not be accepted.
3. The Chair of the Elections Committee will ensure no member who voted absentee is provided a ballot on the night of elections.

CHALLENGES

The tally for any specific position may be challenged by a candidate for that position or by any member of the Thursday Network Executive Board.

1. Challenges must be lodged within 30 minutes of the announcement of election results at the Elections General Body Meeting.
2. Challenged votes require the Chair of the Elections Committee, to present to the challenger and competing candidates - and appropriate witnesses - the ballots for the vote in question.
3. The Chair of the Elections Committee or the appropriate parliamentary designee will manually recount the ballots with the challenger - and any witnesses - present for observation.
4. The tally of the recount is final.
5. Each individual vote may only be challenged once.
6. All candidates for a respective position, or their designee, will be present during the recount proceedings.



DISQUALIFICATION

For the disqualification of candidates, the following guidelines will be observed:

1. Any candidate found in violation of the aforementioned guidelines may have their candidacy disqualified.
2. A candidacy - after a guidelines violation is observed - may be disqualified at the discretion of the Executive Board.
 - a. Executive Board members, by majority vote, must assent to disqualifying a candidate
 - b. Executive Board members running for any office are prohibited from participating in disqualification votes.
3. All votes to disqualify by the Executive Board may be appealed to the Greater Washington Urban League CEO. The decision of the CEO is final.

IMPORTANT DATES

- June 27 - Elections Webinar
- **July 2 - Real Talk Session - Candidate Interest Meeting (Board Participation)**
- July 2 - Electronic Nominations Begin. (self-nominations accepted)
- July 26 by Noon - Last Day for electronic nominations
- July 26 - July General Body Meeting, in-person nominations included on the agenda. No nominations accepted after this date
- July 26 -July 29 - Eligibility Verification
- July 27 - Last Day for Candidates to pay dues to be eligible for election.
- July 29 - Last Day for Candidate Application forms to be received.
- **July 30 - Mandatory Candidates Meeting with GWUL CEO**
- July 31 - Candidate Slate finalized and presented to GWUL CEO and COO for verification.
- **August 6 - Mandatory Candidates Meeting for all current Executive Board members and candidates. Rules are distributed and discussed with all candidates.**
- August 7 - Candidate Application Forms published on website. Campaigning Begins.
- August 8 - Candidate Application Forms included in the TN Weekly Digest.



- August 11 - Last New Member Orientation for Candidates to be able to attend to be eligible to run for office.
- August 23 at Noon- Absentee ballots must be received by this date and time.
- August 23 - Elections General Body Meeting
- September 6- Joint Executive Board Meeting with the 2017-2018 Board and newly elected 2018-2019 Board

ELECTED POSITIONS

The following officer and chairperson positions shall be filled through a general body election on August 23, 2018:

OFFICERS

1. President.

The President of Thursday Network shall:

- a. Preside at all meetings of TN and all meetings of the Executive Board at which he/she is present and shall have powers over all aspects of the business, management, and operations of TN in accordance with these By-laws.
- b. Serve on the Executive Committee of the affiliate (GWUL) Board of Directors.
- c. Serve as the official representative of Thursday Network to the NULYP, GWUL, NUL, and the general public.
- d. Serve as spokesperson for Thursday Network in all instances
- e. Represent TN and participate fully in all NULYP and Eastern Region of NULYP activities, meetings and conference calls.
- f. Develop with the Vice-President and Executive Board a strategic plan at the start of the term to include goals for each Standing Committee and Officer.
- g. Ensure all programs, events and activities of Thursday Network reflect/are aligned with the mission, goals, and initiatives of the GWUL, NUL and NULYP
- h. Develop monthly agendas for the meetings of the Executive Board
- i. Submit monthly President's reports for inclusion in the agenda of each regular meeting of the Executive Board.

2. Vice-President.

The Vice President of Thursday Network shall:

- a. At the request of the President, or in the absence or disability of the President, perform all the duties and may exercise all the powers of the President



- b. Monitor, coordinate, and supervise the activities of each standing committee
- c. Provide program support to and maintain efficiency of the activities of the Standing Committees
- d. Maintain the internal calendar of Thursday Network
- e. Assist the President in creating and executing a strategic plan and goal setting for each committee
- f. As Vice-President-Elect, coordinate and execute the annual Executive Board Retreat during the time period between Annual Elections and the beginning of the Executive Board term
- g. Submit monthly Vice-President's reports for inclusion in the agenda of each regular meeting of the Executive Board.

3. Secretary.

The Secretary of Thursday Network or his/her designee shall

- a. Act as secretary of all meetings of TN and the Executive Board;
- b. Cause proper records of all Network and Executive Board meetings to be made;
- c. Have supervision over the giving and serving of notices of TN;
- d. Have general supervision over the care and custody of the valuable effects, including memorabilia, of TN and shall deposit the same or cause the same to be deposited in the name of TN in such depositories as the Executive Board may designate;
- e. Perform the duties usually incident to the Office of Secretary
- f. Chair the TN Hospitality Committee
- g. Manage the TN Post Office mailbox and applicable info e-mail accounts

4. Treasurer.

The Treasurer shall:

- a. Deal with the funds of TN while also consulting the Greater Washington Urban League's chief financial officer on TN's fiscal matters.
- b. Deposit the same or cause the same to be deposited in the name of TN in such depositories as the Executive Board may designate;
- c. Have the supervision over and cause to be kept accounts of all receipts, disbursements, and other business transactions of TN;
- d. On a monthly basis, render or cause to be rendered financial statements of TN;
- e. Have the power and perform the duties usually incident to the Office of Treasurer.
- f. Submit monthly Treasurer's reports for inclusion in the agenda of each regular meeting of the Executive Board



5. Parliamentarian.

The Parliamentarian shall:

- a. Call to order all meetings of TN and the Executive Board
- b. Prescribe procedures of protocol for all meetings of TN and the Executive Board subject to the approval of the Executive Board.
- c. Chair the Elections Committee, except in instances where the current Parliamentarian is a candidate for any office on the Executive Board in a regular or special election.

STANDING COMMITTEE CHAIRPERSONS

At all times, the following committees shall be collectively referred to as Thursday Network Standing Committees (“Standing Committee(s)”):

1. The Civic Engagement Committee
2. The Community Service Committee
3. The Fund Development Committee
4. The Membership Services Committee
5. The Personal and Professional Development (“PPD”) Committee
6. The Public Relations Committee
7. The Social and Cultural Committee

1. Civic Engagement Committee

- a. **The Civic Engagement Chair shall**
 - i. Develop an advocacy plan for TN
 - ii. Maintain a relationship with the National Urban League Washington Bureau, in collaboration with the TN President
 - iii. Create strategic alliances with other advocacy and political organizations
 - iv. Develop non-partisan political engagement programming
 - v. Update the Executive Board and General Body on relevant advocacy news and developments
 - vi. Chair monthly committee meeting
 - vii. Submit Committee Report for inclusion in the Executive Board meeting packet no later than 48 hours prior to regular Executive Board Meetings

2. Community Service Committee

- a. There shall be two chairs of the Community Service Committee, henceforth known as the Community Service Events Chairperson and the Community



Service Programs Chairperson.

b. The Community Service Programs Chairperson shall

- i. Develop, create and coordinate on-going community service activities and programs based on the interests of members.
- ii. Serve as liaison to local community organizations.
- iii. Serves as Thursday Network liaison to GWUL for GWUL community service initiatives.
- iv. Be responsible for the coordination and execution of the Empowerment Academy Mentoring Program.
- v. Coordinate and implement the I EMPOWER Scholarship Program
- vi. Maintain database and contact information of I EMPOWER Scholarship recipients.
- vii. Coordinate and implement the annual Young Blacks Give Back (YBGB) program during the designated program month of May.
- viii. Work directly with the Community Service Events Programs Chair.
- ix. Create strategic alliances with other community service organizations.
- x. Track and record names of program participants, number of hours served, and the number of individuals positively impacted/served by the programs and how in detailed monthly and year-end reports.
- xi. Co-chair monthly committee meeting
- xii. Submit Committee Report for inclusion in the Executive Board meeting packet no later than 48 hours prior to regular Executive Board Meetings.

c. The Community Service Events Chairperson shall

- i. Develop, create and coordinate on-going community service activities and programs based activities and events based on the members' interests.
- ii. Serve as liaison to local community organizations
- iii. Implement activities and events based on National ULYP initiatives.
- iv. Acknowledge and coordinate activities for National Service programs and events (i.e. MLK Day of Service, National Day of Service, National Day of Empowerment etc.)
- v. Serve as liaison to GWUL for GWUL community service initiatives
- vi. Work directly with the Community Service Programs Chair
- vii. Create strategic alliances with other community service organizations.
- viii. Track and record names of event participants, number of hours served, and the number of individuals positively impacted/served by the programs and how in detailed monthly and year end reports.



- ix. Co-chair monthly committee meeting
- x. Submit Committee Report for inclusion in the Executive Board meeting packet no later than 48 hours prior to regular Executive Board Meetings.

3. Fund Development Committee

a. The Fund Development Chair Shall

- i. Develop a fundraising business plan for TN
- ii. Generate funding for TN general operation and events through securing sponsorships and donations, and utilizing other avenues.
- iii. Create fundraising collateral for various audiences: members, corporations and friends of TN.
- iv. Provide monthly updates to Executive Board Members on funding initiatives.
- v. Maintain a relationship with GWUL fundraising/grant writing personnel.
- vi. Works collaboratively with Standing Committee Chairs on revenue generating events and corporate sponsored events (i.e. YBGB, Gala, etc.)
- vii. Collaborates with the Treasurer to develop an annual budget for all TN operations and activities.
- viii. Create Strategic Alliances with small businesses, corporations and organizations to enhance the fundraising ability of TN
- ix. Send electronic or hardcopy thank you letters to all donors and in conjunction with the Treasurer provide all donors a year-end-letter detailing their contributions for tax purposes.
- x. Separately track, record, and report on contributions to Thursday Network from Executive Board members.
- xi. Chair monthly committee meeting
- xii. Submit Committee Report for inclusion in the Executive Board meeting packet no later than 48 hours prior to regular Executive Board Meetings.

4. Membership Services Committee

a. The Membership Chair shall

- i. Chair a regularly scheduled New Member Orientation session to prepare new members for active service and participation in TN
- ii. Develop and execute a membership recruitment and retention plan
- iii. Update the TN Member Database and provide updates to any Member Databases held by GWUL, NUL, and NULYP
- iv. Update and issue member renewal letters and correspondence
- v. Work closely with the Treasurer and Secretary to ensure membership fees,



- and member roles are accurate and up-to-date
- vi. Create and maintain the TN Member Directory
- vii. Provide monthly and annual reports on membership numbers, including additions, expirations and renewals
- viii. Work with the Chairs of the Standing Committees to provide activities and events that will increase membership and retention
- ix. Chair monthly committee meeting
- x. Submit Committee Report for inclusion in the Executive Board meeting packet no later than 48 hours prior to regular Executive Board Meetings.

5. Personal and Professional Development Committee

- a. **The Personal and Professional Development Chair shall**
 - i. Submit GBM topics and timeline/outline to Executive Board for all GBMs with the exception of the Annual Elections GBM.
 - ii. Coordinate and plan events to develop TN members personally and professionally
 - iii. Work with the PR Chair to create marketing messages for all GBMs and PPD events for disbursement to all media channels and TN outlets.
 - iv. Support and reinforce initiatives of NULYP Personal & Professional Development agenda.
 - v. Maintain and update Speaker Database.
 - vi. Provide appreciation gifts/certificates for speakers, in conjunction with the Fund Development Chair
 - vii. Provide all materials and supplies for GBMs, including the GBM booklet & speakers bios
 - viii. Coordinate Committee Chairs and Officers to provide hospitality to GBM professional speakers/guests
 - ix. Aid in the professional development of the executive board
 - x. Institute members-only programs to enhance the value of membership in the Thursday Network
 - xi. Chair monthly committee meeting
 - xii. Submit Committee Report for inclusion in the Executive Board meeting packet no later than 48 hours prior to regular Executive Board Meetings.

6. Public Relations Committee



- a. There shall be two chairs of the Public Relations Committee, henceforth known as the Public Relations Marketing Chairperson and the Public Relations Digital Media Chairperson.
- b. **The Public Relations Marketing Chair shall**
 - i. Oversee publication of #TNDigital Magazine
 - ii. Maintain a relationship with the Greater Washington Urban League Communications Director, in collaboration with the TN President
 - iii. Oversee the maintenance and updates for the Thursday Network Website (with the exception of the Thursday Network blog-- see Digital Media Chair responsibilities)
 - iv. Coordinate execution of marketing and promotional strategies using external communication outlets marketing materials, and media relations, in conjunction with the Public Relations Digital Media Chair.
 - v. Create press releases and press kits for any and all appropriate TN events and programs
 - vi. Work with the President and Committee Chairs to develop general Thursday Network talking points and messaging related to events, initiatives and meetings
 - vii. Actively seeks opportunities to market Thursday Network in media
 - viii. (newspapers, television, and radio) via news releases, media advisories, etc.
 - ix. Work with all committee chairs and executive Leadership Council to ensure proper
 1. branding and look of all external Thursday Network communication, including
 2. fliers, event calendars, etc.
 - x. Build alliances with media outlets (i.e. NPR, local newspapers)
 - xi. Coordinate the availability of all necessary Thursday Network marketing materials at GBMs; and other applicable social and cultural; and personal and professional development events.
 - xii. Co-chair monthly committee meeting



- xiii. Submit Committee Report for inclusion in the Executive Leadership Council meeting packet no later than 48 hours prior to regular Executive Leadership Council Meetings.

c. The Public Relations Digital Media Chair shall

- i. Be chief administrator to all Thursday Network social media accounts including but not limited to Facebook, Instagram, Twitter, LinkedIn, YouTube, and Snapchat.
- ii. Be chief administrator to ThursdayNetwork.org blog
- iii. Develop and maintain brand awareness and online reputation of Thursday Network.
- iv. Work with the President and Committee Chairs to develop general Thursday Network digital media related to events, initiatives and meetings.
- v. Execute Social Media portion of marketing and promotional strategies using external communication outlets marketing materials, and media relations, in conjunction with the Public Relations Marketing Chair.
- vi. Respond to social media inquiries in a timely manner.
- vii. Report social media metrics (i.e. page views, likes, post shares, retweets, etc.) to the President and ELC.
- viii. Work with all committee chairs and Executive Leadership Council to ensure proper branding and look of all Thursday Network digital communications and marketing.
- ix. Co-chair monthly committee meeting
- i. Submit Committee Report for inclusion in the Executive Leadership Council meeting packet no later than 48 hours prior to regular Executive Leadership Council Meetings.

7.0 Social and Cultural Committee

a. The Social and Cultural Chair shall

- i. Develop, create, and coordinate social activities and events for TN Members
- ii. Develop, create, and coordinate social activities and events to engage



TN Members with community

- iii. Maintain and develop social relationships with other organizations
- iv. Work with the Public Relations, Membership, and Fund Development Committees
- v. Identify and serve as host of the “Post General Body Meeting” networking activity.
- vi. Institute members-only programs to enhance the value of membership in the Thursday Network.
- vii. Submit Committee Report for inclusion in the Executive Board meeting packet no later than 48 hours prior to regular Executive Board Meetings.
- viii. Chair monthly committee meeting
- ix. Institute planning Members Only events with the Membership committee

Approved _____, 2018