



Guidelines and Instructions

**For Seeking Office in the
Tampa Alumnae Chapter,
Delta Sigma Theta Sorority, Inc.**

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CALL FOR NOMINATIONS - 2020

To: Tampa Alumnae Chapter Members and Prospective Candidates for Elected Chapter Offices and Positions
From: DeVonne McKeever-Daniels, Chair - Nominating Committee
Date: January 18, 2020
Subject: Call for Nominations

The Nominating Committee has the responsibility of soliciting and receiving applications and selecting candidates for chapter offices and positions. Tampa Alumnae's 2018-2020 Nominating Committee is listed below:

- DeVonne McKeever-Daniels, Chair
- Alicia Howell-Banks, Co-Chair
- Kim Rouse-Colston, Member
- Silver Funches, Member
- Terita Peterson, Member
- Quicta Walters, Member
- Julie Williamson, Member

In keeping with Delta's honored legacy of electing qualified, effective, and visionary leaders, the Nominating Committee is pleased to issue this Call for Nominations for Chapter Officers and Committee Members. All interested sorors are encouraged to consider seeking office. The elected sorors will serve for the 2020-2022 biennium. Please read this entire document carefully as it contains pertinent information for members contemplating an office or position in our chapter. We thank you in advance for answering the call for greater leadership in Delta Sigma Theta Sorority, Inc.!

CALL FOR NOMINATIONS: 2020 – 2022 BIENNIUM

One of the most important responsibilities of chapter members is to elect the leadership. The Nominating Committee is charged with the duty of soliciting and receiving recommendations and credentials of sorors to serve in chapter offices and positions for the 2020 – 2022 biennium.

The Nominating Committee invites you to recommend capable candidates for the offices and positions listed below:

ELECTED OFFICE OR POSITION	TERM OF OFFICE OR POSITION
President	2 Years
First Vice President	2 Years
Second Vice President	2 Years
Third Vice President	2 Years
Recording Secretary	2 Years
Assistant Recording Secretary	2 Years
Corresponding Secretary	2 Years
Assistant Corresponding Secretary	2 Years
Treasurer	2 Years
Assistant Treasurer	2 Years
Financial Secretary	2 Years
Assistant Financial Secretary	2 Years
Historian	2 Years
Chair, Nominating Committee	2 Years (not eligible for re-election)
Co-Chair, Nominating Committee	2 Years (not eligible for re-election)
Member, Nominating Committee	2 Years (not eligible for re-election)
Member, Nominating Committee	2 Years (not eligible for re-election)
Member, Nominating Committee	2 Years (not eligible for re-election)
Member, Nominating Committee	2 Years (not eligible for re-election)
Member, Nominating Committee	2 Years (not eligible for re-election)
Chair, Internal Audit Committee	2 Years

ELIGIBILITY FOR ELECTED OFFICERS

Eligibility requirements for elected officers and other leadership positions are set forth in the Chapter's Policies and Procedures Manual, Article IX Session I, 1-3 (page 38) and are listed below:

1. Be financial with the Tampa Alumnae Chapter and Grand Chapter for the fiscal year in which the election takes place. If elected, the officer shall maintain financial status during her term(s) of office.
2. Be present at the meeting during which she is to be nominated from the floor as well as elected, except for an extenuating circumstance (i.e., illness, death, and job-related activity).
3. To be eligible for the position of President, First Vice President, Second Vice President, Third Vice President, Treasurer, and Financial Secretary, a chapter member shall have attended at least one of the last two national conventions or one of the last two Regional Conferences held prior to her nomination.

DUTIES AND RESPONSIBILITIES OF ELECTED OFFICERS

A. PRESIDENT

1. Ensures that the chapter adheres to the Grand Chapter Constitution and By Laws and chapter rules of order/policies and procedures.
2. Serves as chairperson of the Executive Committee and Executive Board.
3. Presides over local chapter meetings.
4. Opens the meeting at the appointed time by taking the chair and calling the meeting to order, having ascertained that a quorum is present.
5. Announces in proper sequence the business that comes before the chapter or becomes in order in accordance with existing order of business, agenda, or program, and with existing orders of the day.
6. Recognizes members who are entitled to the floor.
7. States and puts to vote all questions that legitimately come before the chapter as a motion or that otherwise arise in the course of proceedings (except questions that relate to the presiding officer herself in the manner noted below) and to announce the result made, to rule it out of order.
8. Protects the chapter from obvious frivolous or dilatory motions by refusing to recognize them.
9. Enforces the rules relating to debate and to order and decorum within the chapter.
10. Expedites business in every way compatible with the rights of the members.
11. Decides all questions of order, subject to appeal, unless when in doubt, she prefers to submit such a question herself to the parliamentarian for decision.
12. Responds to inquiries of members relating to parliamentary procedure or factual information bearing on the business of the chapter.
13. Declares the meeting adjourned when the chapter so votes, or where applicable, at the time prescribed in the program, or at any time in the event of a sudden emergency affecting the safety of those present.
14. Appoints program management, standing, special committee chairpersons, positions, and Election Committee chairpersons and members (5), except the Nominating Committee chairs and members and Internal Audit Chair.
15. Recommends to the Executive Board the impeachment of any elected officer who fails to perform the duties of her office.
16. Make interim appointments when vacancies occur due to a resignation, relocation or death of an elected officer/position, committee chairperson or co-chairperson.
17. Performs such ceremonies of the chapter as may be necessary and appropriate.
18. Represents and speaks on behalf of the Tampa Alumnae Chapter. Others shall speak on behalf of the chapter only with the authorization of the President.
19. Authenticates by her signature, when necessary, all orders and proceedings of the chapter.
20. Strengthens public relations and maintain cooperative relations with other organizations.
21. Serves as a member of the Minerva Circle and as ex-officio member of all other committees except the Nominating and Internal Audit Committees with whom she may meet at its request.
22. Exercises all powers and duties generally pertaining to the office of President.
23. Works with Regional Director, State Coordinator, and Regional Representative to coordinate efforts and maintain unity in the sorority's objectives and programs.
24. Be responsible for a report to the local chapter, which would include program status, financial status, and program projection.
25. Be responsible for coordinating and approving the monthly newsletter.
26. Initiates and approves all messages using the automated telephone system or other means of communication deemed appropriate.

27. Performs other duties as noted in the Chapter Management Handbook, the Fiscal Officers Manual, and as directed by Grand Chapter.

B. VICE PRESIDENT

1. Serves as chair of the Program Planning and Development Committee.
2. Coordinates the Five Point Programs, Social Action, May Week, Scholarship and Arts and Letters Committees.
3. Performs all duties of the President in her absence, incapacitation, or at her request.
4. Oversees the Risk Management Coordinator.
5. Performs other duties as noted in the Chapter Management Handbook, the Fiscal Officers Manual, and as directed by Grand Chapter.

C. SECOND VICE PRESIDENT

1. Provides oversight of all Standing Committees in the chapter, except Program Planning and Development, Social Action, May Week, Scholarship, Arts and Letters and Fundraising committees.
2. Serves as Emergency Preparedness Coordinator.
3. Performs other duties as noted in the Chapter Management Handbook, the Fiscal Officers Manual, and as directed by Grand Chapter,

D. THIRD VICE PRESIDENT

1. Provides oversight of all Special Committees and the Fundraising committee.
2. Coordinates chapter's network of charitable organizations.
3. Performs other duties as noted in the Chapter Management Handbook, the Fiscal Officers Manual, and as directed by Grand Chapter.

E. RECORDING SECRETARY

1. Records the minutes of the Executive Board and chapter meetings.
2. Prepares written copies of the minutes of Executive Board and chapter meetings for the membership.
3. Keeps on file all committee reports.
4. Makes the minutes and records available to members upon request.
5. Has available at each meeting a list of all existing committees and their members.
6. Records the vote count of said motion.
7. In the absence of the President and all Vice-Presidents, calls the meeting to order and presides until the immediate election of a chairman pro tem.
8. Performs other duties as noted in the Chapter Management Handbook, the Fiscal Officers Manual, and as directed by Grand Chapter.

F. ASSISTANT RECORDING SECRETARY

1. Performs the duties of the Recording Secretary in her absence or at her request.
2. Records motions on the appropriate form and have the person making the motion verify its accuracy.
3. Performs other duties as noted in the Chapter Management Handbook, the Fiscal Officers Manual, and as directed by Grand Chapter

G. CORRESPONDING SECRETARY

1. Handles correspondence relative to chapter business.
2. Reads correspondence at Executive Board and chapter meetings.
3. Distributes materials, when necessary, during meetings.
4. Assists President with the preparation and distribution of monthly newsletter.

- a. Personal announcements for the chapter's newsletter must be submitted by the appropriate deadline to the Chapter President in writing and signed by the announcing member of the Tampa Alumnae Chapter.
 - b. Personal announcements include, but are not limited to, the following: engagement announcements, wedding announcements, birth announcements, housewarmings, birthday parties, and baby dedications. When applicable, all announcements must be accompanied by an invitation to the chapter.
5. Performs other duties as noted in the Chapter Management Handbook, the Fiscal Officers Manual, and as directed by Grand Chapter.

H. ASSISTANT CORRESPONDING SECRETARY

1. Assists and perform the duties of the Corresponding Secretary in her absence or at her request.
2. Assists with the monthly newsletter.
3. Relays all messages, using the automated telephone system or means of communication deemed appropriate, as directed by the President.
4. Performs other duties as noted in the Chapter Management Handbook, the Fiscal Officers Manual, and as directed by Grand Chapter.

I. TREASURER

1. Serves as fiscal officer of the chapter.
2. Receives all chapter monies from the Financial Secretary.
3. Deposits all monies in local banking institution.
4. Keeps accurate records of deposits of chapter funds.
5. Maintains accounting records for disbursements and deposits.
6. Verifies financial reports of committees.
7. Maintains accounting records of approved vouchers applied to budgeted items of the chapter and report on same.
8. Submits monthly written reports of chapter monies, income, balances of committee budget, chapter and committee disbursements, and outstanding payments list to the Executive Board and general membership.
9. Write and sign checks for chapter disbursements.
10. Assists auditor and/or independent accountant in the preparation of chapter financial records.
11. Provides internal audit committee all documents required to complete quarterly internal audit for online submission to National Headquarters.
12. Serves as chairsoror of the Budget and Finance Committee.
13. Deposits all monies received from Financial Secretary within two business days of receipts.
14. Signs and submits the Acceptance of Fiduciary Responsibility Form.
15. Performs other duties as noted in the Chapter Management Handbook, the Fiscal Officers Manual, and as directed by Grand Chapter.

J. ASSISTANT TREASURER

1. Assists and performs duties of the Treasurer in her absence or at her request.
2. Completes and signs Serve as co-chairsoror of the Budget and Finance Committee.
3. Signs and submits the Acceptance of Fiduciary Responsibility Form
4. Performs other duties as noted in the Chapter Management Handbook, the Fiscal Officers Manual, and as directed by Grand Chapter.

K. FINANCIAL SECRETARY

1. Receives all monies coming into the chapter and give receipts for same.
2. Keeps accurate records of receipts of chapter funds.
3. Keeps records of all financial members of the chapter.
4. Prepares all forms for remitting membership fees and other forms pertaining to the financial membership as requested by Grand Chapter.
5. Serves as a member of the Budget and Finance Committee.
6. Verifies vouchers for non-budgeted in/out accounts to prevent overspending on items that do not have enough funds collected.
7. Balances chapter receipts, verifies all incoming monies, and publish quarterly reports to membership.
8. Verifies financial status of all members and publish quarterly listing to chapter members.
9. Transfers all funds over to Treasurer for deposit to ensure two business days requirement is met.
10. Assists the treasurer in compilation of monthly reports.
11. Prepares and makes monthly reports of all funds received.
12. Provides internal audit committee all documents required to complete quarterly internal audit for online submission to National Headquarters.
13. Serves as the fiscal officer of the Minerva Circle
14. Signs and submits the Acceptance of Fiduciary Responsibility Form.
15. Performs other duties as noted in the Chapter Management Handbook, the Fiscal Officers Manual, and as directed by Grand Chapter.

L. ASSISTANT FINANCIAL SECRETARY

1. Balances chapter receipts and disbursements.
2. Verifies financial reports of committees.
3. Assists Financial Secretary in the fulfilling of her duties.
4. Serves as a member of the Budget and Finance Committee.
5. Issues voting cards to membership.
6. Verifies attendance at Executive Board and chapter meetings.
7. Signs and submits the Acceptance of Fiduciary Responsibility Form.
8. Assists Financial Secretary with the duties of her position except signing checks made payable to the President and Treasurer and performing Financial Secretary duties when serving as a member of the Minerva Circle
9. Completes and signs Acceptance of Fiduciary Responsibility Form
10. Performs other duties as noted in the Chapter Management Handbook, the Fiscal Officers Manual, and as directed by Grand Chapter.

M. HISTORIAN

1. Serve as chairperson of the Archives committee and Storage team.
2. Document all chapter events.
3. Collect appropriate memorabilia.
4. Prepare a narrative account of the chapter's activities to become a permanent part of its official history.

N. CHAIR, Co-CHAIR AND MEMBERS OF THE NOMINATING COMMITTEE

1. The committee will consist of one (1) Chairperson, one (1) Co-Chairperson and five (5) members of the chapter. Members of the Nominating Committee will be elected by a majority vote of the members present and voting.
2. Enforce the policies and procedures adopted by the chapter relating to this committee (see Policies and Procedures, Article IX)
3. Implement requirements set forth in the Grand Chapter Constitution and By-Laws
4. The committee will solicit and receive nominations from chapter members for all elected officers and positions, including the Minerva Circle, in order to create a slate of candidates.
5. The Chair and committee members of the Nominating Committee shall be elected during chapter election of officers.
6. The Chair and the members of the Nominating Committee shall serve only one (1) term and shall not be a candidate for any elective office while serving on the Nominating Committee.

Note: Members of the Nominating Committee are ineligible to run for office while serving on the Committee. The chair, co-chair and members of the Chapter Nominating Committee must resign prior to the call for nominations to be eligible to run for an office or position

O. INTERNAL AUDIT CHAIR

1. The Chair elected during the chapter election of officers.
2. Shall serve only one (1) term
3. The chairperson of the audit committee will submit the quarterly Internal Audit Report online in the Red Zone by the following dates:
 - 1st quarter – December 1
 - 2nd quarter - March 1
 - 3rd quarter - June 1
 - 4th quarter – August 1
4. . The chairperson shall secure the books for the committee’s audit of the 4th quarter transactions, within 60 days of the close of each fiscal year, and upon completion of the audit return the books to the Treasurer. If the services of a CPA are required, the Treasurer will then provide the books to the CPA for the external Review or Audit.
5. The chairperson will complete the Annual Internal Audit Report (IAR-1) in the Red Zone and upload the documents obtained from the CPA and the Signature Pages (signed by the audit committee members) into the Red Zone by August 31. The chapter president will then review and sign the submission in the Red Zone to complete the process.
6. The chairperson shall review the CPAs report with the president and financial officers, then the Executive Board and finally the chapter

NOMINATING PROCEDURES

1. The Nominating Committee shall have the responsibility of making sure that the nominating process is fair and impartial. All members of the committee shall perform their duties in a fair and impartial manner in order to dispel any hint of impropriety. The Chair and Members of the Nominating Committee shall serve only one term and they are not a candidate for any elective office while serving on the committee. However, if the Chair or a member chooses to run for an elected office/position, she must submit her letter of resignation to the chapter President to the Call for Nominations.

2. The following shall be the procedures for the nomination of officers:

In the absence of the Nominating Committee chair or Co chair, any designated member of the Nominating Committee shall carry out the nomination process.

Timeline and guidelines for process. See Addendum L, Tampa Alumnae Chapter, Delta Sigma Theta Sorority, Incorporated Nominating Process Timeline. 6. Nominations of officers' procedures:

3. Nominating Procedures for Election of Officers

- a. Draft a slate of potential candidates for each office and adhere to timeline for the elections process.
- b. Solicit and receive nominations from chapter members on Addendum I by an established deadline.
- c. Ensure that all candidates for chapter office and elected positions meet all required qualifications by verifying their eligibility for said office or position.
- d. Ensure each potential candidate receives the application packet for seeking office by established deadline. The application packet includes the Application for Seeking Office and the Nominating Process Timeline. (Addendum K and Addendum L)
- e. Obtain the completed Application for Seeking Office from each potential candidate.
- f. Review and create a slate of eligible candidates. Slate will be presented for information at the April Executive Board Meeting and for presentation at the April Chapter meeting.
- g. Notify and provide explanation to all ineligible candidates prior to the April Executive Board meeting.
- h. Accept the names of potential candidates nominated from the floor and follow established procedures above to ensure proper vetting of candidates.
- i. Notify all chapter members of the scheduled election of officers and distribute the slate of eligible candidates and their personal statements for seeking office to all financial members 10 business days prior to the

May chapter meeting.

- j. Present the slate of officers to the chair of the Elections Committee within 10 business days following the April meeting.
- k. Organize, oversee, implement, monitor, provide guidance and ensure compliance with campaign procedures. (See Section VIII F.4)
- l. Facilitate the 2-minute presentation of slated candidates during the May chapter meeting prior to the start of the Election process.
- m. The Nominating Committee ceases to perform after it has facilitated the Candidate Presentations.

4. Campaigning

- a. Campaign expenditures shall not exceed \$200. Applicants will provide itemized list of campaign expenses at the request of the Nominating Committee
- b. All applicants are strictly prohibited from engaging in any campaign activities (including but not limited to print or electronic solicitations and letters requesting support or a member's vote) prior to the close of the April meeting. Any campaign activities prior to the close of the April meeting will result in disqualification of the applicant.
- c. Websites used for campaigning purposes shall be approved by the Nominating Committee.
- d. Candidates for office shall not distribute or display any campaign material nor engage in any verbal campaigning within the voting area
- e. All campaigning shall end at the start of the election process

5. Nominations from the Floor

- a. Upon presentation of the report of the Nominating Committee, the presiding officer will call for nominations from the floor.
- b. Any financial member may nominate a soror for office.
- c. Sorors nominated from the floor must be present at the time of nominations.
- d. A soror running from the floor must submit a completed Application for Seeking Office
- e. The Application for Seeking Office must be submitted to the Chair of the Nominating Committee before the end of the April Chapter Meeting.
- f. No applicant running from the floor will be permitted to conduct a campaign of any kind prior to her name being placed in nomination, her eligibility established, and all required paperwork submitted. Any such unauthorized campaign activities, including distributing literature, will result in immediate disqualification.

**TAMPA ALUMNAE CHAPTER
DELTA SIGMA THETA SORORITY, INC.**

NOMINATING PROCESS TIMELINE

<u>DATES</u>	<u>ACTIONS</u>
January Chapter Meeting	Nominating Chair will announce Call for Nominations
	Post application and eligibility requirements on secure section of chapter website following the January chapter meeting.
March Chapter Meeting	Deadline for submission of application (specific date given by Nominating Committee)
April Chapter Meeting	Present slate of eligible candidates to chapter
	Accept nominations from floor
	Candidates nominated from the floor must submit a completed application package at the time of the nomination. The nominating committee will review applications of nominees from floor immediately following nominations.
	Campaigning for all approved candidates may begin at the adjournment of the April chapter meeting.
April (10 business days prior to the May Chapter Meeting)	Written notification to all chapter members regarding the scheduled election of officers and distribute the slate of eligible candidates and their personal statements for seeking office.
April (within 10 business days following the April Chapter Meeting)	Present the slate of officers to the Chair of the Elections Committee
May Chapter Meeting	Facilitate the 2-minute presentations by slated candidates during the May chapter meeting prior to the start of the Election process.

CALL FOR NOMINATIONS - 2020

**PART I
PERSONAL INFORMATION**

Name			
	Last	First	Maiden/Middle
A. Home Address			
B. City/State		Zip Code	
C. Home Telephone		Work Telephone	
D. Profession/Occupation/Title			
E. Primary Email Address			
F. Have you ever been convicted of a felony? If yes, explain circumstances.	No	Yes	

**PART II
EDUCATIONAL INFORMATION**

Degree		Field of Concentration	
Degree		Field of Concentration	
Degree		Field of Concentration	

**PART III
DELTA INFORMATION**

A. STATUS	Alumnae	
B. Financial	YES	NO
C. Date of Initiation	Region of Initiation	
D. Chapter of Initiation	Location	

CALL FOR NOMINATIONS - 2020

E. Name at Time of Initiation			
F. List Present Delta Activities:			
G. Local Chapter Experiences (List your local chapter experiences-current chapter or chapters to which you have belonged.)			
H. State, Regional and National Experiences (List experiences-current and past.)			
I. National Conventions attended (Years)			
J. Regional Conferences attended (Years)			
K. State Clusters/Meetings attended (Years)			
L. Have you ever been suspended and/or placed on probation? If yes, please list violation date (s) of suspension or probation and fine levied.	No	Yes	

**PART IV
CURRENT COMMUNITY INVOLVEMENT & ORGANIZATION AFFILIATION**

Organization (from _____ to _____)	Position and Responsibility

PART VI

STATE YOUR REASON FOR SEEKING THIS OFFICE

(Include your plan/vision for Tampa Alumnae as it pertains to the duties of the office as outlined in chapter policy and procedures) 150 words or less

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APPLICATION FOR SEEKING OFFICE

IN

TAMPA ALUMNAE CHAPTER

DELTA SIGMA THETA SORORITY, INC.

OFFICIAL APPLICANT PROFILE FORM

APPLICANT FOR THE OFFICE OF: _____

STATEMENT OF ASSURANCE

Note: The APPLICANT PROFILE SHEET is considered incomplete if not signed

I have read, understand, and will abide by the guidelines for seeking office in Tampa Alumnae Chapter of Delta Sigma Theta Sorority, Inc.

Signature of Applicant

Member Number

Date

ELECTRONIC APPLICATION INFORMATION AND INSTRUCTIONS

The Nominating Committee is pleased to present the web-based application. The link to access the electronic application is listed below:

[Official Applicant Profile Form](#)

Applicants who are interested in running for an office must complete the web-based application. Extenuating circumstances that prevent an applicant from adhering to this requirement must be submitted in writing (dsttanc@gmail.com). Written requests will be considered by the Nominating Committee and approval or denial will be sent to the prospective applicant by the chair.

TECHNICAL REQUIREMENTS

To ensure optimal results for completing the web-based application, please use the most current version of Google Chrome, Mozilla Firefox, Microsoft Internet Explorer, or Apple Safari. It is recommended that you utilize a desktop, laptop, or tablet to complete this web-based application. Even though the electronic application can be accessed and completed using a smartphone, it is not recommended.

The web-based application does NOT allow you to preview your work prior to submission. Also, personal information will NOT be stored in the application software.

Again, you CANNOT save your application during any step of the online submission process. You should be prepared to complete the entire application during a session. Once the application process commences it must be completed. Applicants will receive a copy of their responses to the email provided on the application.

If you experience any technical difficulties during completion and/or submission of the web-based application, please contact:

DeVonne McKeever-Daniels, Chair of the Nominating Committee

(Email: dsttanc@gmail.com) Cell: 813-892-9130).

APPLICANT RESPONSIBILITY

- ✓ Read and follow all the “Guidelines and Instructions for Seeking Office”
- ✓ Review application for accuracy, spelling, and grammar before submission. Once the application is submitted, it cannot be edited.
- ✓ Submit application by deadline: March 21, 2020 11:59 p.m. Applications received after this date and time will not be considered for slating. It is recommended to submit your application at least 48 hours in advance of the deadline.
- ✓ Submit a color head shot photo. This photo will be used in the candidate profile that will be distributed to the chapter. Acceptable formats should be .jpg or .png. Email photo immediately after submitting your application to: dstanc@gmail.com. Place "*Photo for Applicant-Your Name*" in the subject line.

CAMPAIGN PROCESS

Any campaign activities prior to April 18, 2020, will result in the immediate disqualification of the applicant.

Campaign website MUST conform to the Delta Internet Guidelines. Refer to the complete guidelines on the Corporate website, which is available at the following URL:

<http://www.deltasigmamatheta.org/website-guidelines.html>

Slated candidates must have written permission of all sorors whose photos are used in her campaign, either in print or electronic form (e.g. email). Documentation must be sent to the Nominating Committee (Email: dsttanc@gmail.com) prior to use of images.

Professional and/or personal websites (including Facebook pages) shall not contain campaign related information.

Campaigning on the Internet is allowed via websites, personal emails, e-blasts and video marketing tools. However, social network sites or social online communities that allow individuals to interact with each other, such as Facebook, LinkedIn, Twitter, YouTube, Vimeo, Periscope, Snapchat and Instagram are NOT allowed. Campaigning is restricted within the chapter.

- Due to the continuous emergence of new Internet tools, candidates must receive permission of any Internet tool not listed above with the Chair of the Nominating Committee.
- Acceptable video marketing tools should have:
 - Privacy settings that allow the user to not show the video on the public company website.
 - Settings that disallow embedding of the video on social network sites
 - Settings that disallow public posting of comments and feedback

All websites must be APPROVED prior to launching.

- Slated candidates must send the website link and copies of all photo permissions to the Chair, Nominating Committee (Email: dsttanc@gmail.com) between April 18, 2020 – April 30, 2020. Allow 48 hours for response and feedback.

Candidates are responsible for complying with guidelines and monitoring all Internet information related to their campaign.

IMPORTANT DATES TO REMEMBER

- ❖ Call for Nominations – **January 18, 2020**

- ❖ Webinar for Prospective Applicants – **February 13, 2020, 8:00 p.m. ***

- ❖ A Day In The Life of DSTTA Leadership Via email – **February 15, 2020**

- ❖ Application Submission Deadline – **March 21, 2020, 11:59 p.m.**

- ❖ Presentation of Slated Candidates – **April 18, 2020**

- ❖ Deadline to Submit Campaign Websites for Approval – **April 30, 2020**

- ❖ Slated Candidate Meeting- **April 30, 2020**

- ❖ Candidate Presentation and Election – **May 16, 2020**