



# **NGAT President-Elect Nominations**

## **Standard Operating Procedures (SOP)**

**Approved by NGAT Executive Council  
November 30, 2020**

# NATIONAL GUARD ASSOCIATION OF TEXAS

## NGAT President-Elect Nominations Standard Operating Procedure (SOP)

1. **PROPONENT:** This SOP is established by the National Guard Association of Texas (NGAT) Bylaws Committee. Submit suggested changes to this SOP to NGAT, Attn: Executive Director, 3706 Crawford Ave, Austin, TX 78731. Suggested changes will then be forwarded to the current NGAT Bylaws Committee Chairperson.
2. **AUTHORITY:** This SOP establishes direction in accordance with the Bylaws of the National Guard Association of Texas, Article VII – Officers, section 1-4, Article VIII – Duties of Offices, section 5 and current edition of Roberts Rules of Order.
3. **PURPOSE:** The purpose of this SOP is to establish guidelines for the submission, and processing of nominations from members who are seeking an elected office in the association.
4. **QUALIFICATIONS:** The following are the qualifications to be considered for the position of NGAT President-Elect.
  - a. Must be a NGAT annual or life member in good standing.
  - b. Must have served at least one year as member of the NGAT Board of Directors.
  - c. Must be able to serve the next four years on the NGAT Board of Directors (two years as President-Elect and two years as President).
5. **NOMINATION PROCEDURES:**
  - a. A call for nominations will be posted on the NGAT website, Facebook page and the NGAT App no later than November 15 the year before the annual conference is slated to elect a President-Elect.
  - b. All qualified individuals interested in running for the position of NGAT President-Elect, must complete a nominations application (Attachment A) and submit it to the NGAT Executive Director, Marvin Harris, at [mharris@ngat.org](mailto:mharris@ngat.org) no later than 5 pm on February 28th. All questions regarding the nomination process should be directed to Mr. Harris at [mharris@ngat.org](mailto:mharris@ngat.org) or 512-454-7300.
  - c. All nomination applications will be forwarded to the NGAT Nominations Committee which consists of three current Board of Directors and three Past-Presidents from the Advisory Council. The Nominations Committee will review all nomination applications and shall nominate to the membership at the Association Annual Meeting a candidate for President-Elect of the Association. All individuals who submitted a nominations application will be notified of the results prior to the annual meeting.

- d. At the annual meeting, the President of the Association will inform the membership of the candidate nominated by the Nominations Committee. The President will then take any nominations from the floor. Individuals can nominate themselves and those individuals who were not selected by the Nominations Committee can be nominated from the floor.
- e. If there are no nominations from the floor, the individual nominated by the Nominations Committee will be elected President-Elect by "Election by Acclamation."
- f. If there are nominations from the floor, the NGAT staff will verify that the nominee meets the qualifications for consideration. All nominees will then be provided two minutes to address the membership. After all nominees have addressed the membership, the membership delegates will vote for the President-Elect amongst the nominees. The individual elected President-Elect will be sworn in and will start his/her term immediately.

6. **EFFECTIVE DATE:** The effective date of this SOP is November 30, 2020. This is the first edition of this SOP and it supersedes all previous operating instructions or documents that conflict with this guidance.

ATTACHMENT A

National Guard Association of Texas  
Nomination Application for NGAT President-Elect

Name: \_\_\_\_\_ Rank: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

NGAT Annual Member Expiration Date: \_\_\_\_\_ NGAT Life Member Number: \_\_\_\_\_

*(Enlisted Personnel Only)*

EANGUS Annual Member Expiration Date: \_\_\_\_\_

EANGUS Life Member Number: \_\_\_\_\_

*(Officer Personnel Only)*

NGAUS Annual Member Expiration Date: \_\_\_\_\_

NGAUS Life Member Number: \_\_\_\_\_

Are you willing to travel as a member of the Executive Committee? *Yes or No (Circle one)*

*(If currently serving in the National Guard)*

Military Unit: \_\_\_\_\_

Military Position: \_\_\_\_\_

**Military Education:**

*(Focus on leadership and professional development)*

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**Civilian Education:**

*(Degrees, Certificates as well as leadership development)*

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**Military Experience:**

*(In particular leadership positions)*

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**Civilian Experience:**

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**State Association Experience:**

*(Positions held on the NGAT BOD – Committee – Participation in NGAT Events)*

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**National Association Experience:**

*(Positions held at the National Level (NGAUS/EANGUS) – Committee – Participation in NGAUS/EANGUS Events)*

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**Military and Civilian Membership in other Associations:**  
*(Positions held and/or involvement in their Associations)*

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**Why would you like to be the NGAT President?**

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**Other Information You Would like the Committee to Consider:**

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**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*//signed// with full printed name is acceptable for electronically filled forms*

***To be completed by NGAT Membership Director/Executive Director for Verification:***

NGAT Members: Yes or No      Life or Annual      Exp Date: \_\_\_\_\_  
LM # \_\_\_\_\_      Date: \_\_\_\_\_      Initials: \_\_\_\_\_

EANGUS Members: Yes or No      Life or Annual      Exp Date: \_\_\_\_\_  
LM # \_\_\_\_\_      Date: \_\_\_\_\_      Initials: \_\_\_\_\_

NGAUS Members: Yes or No      Life or Annual      Exp Date: \_\_\_\_\_  
LM # \_\_\_\_\_      Date: \_\_\_\_\_      Initials: \_\_\_\_\_