

## for Nominations of Board of Directors Candidates

### Preamble

The National Society of Tax Professionals (NSTP) is dedicated to serving the tax professional. NSTP supports its membership and the tax professional community with top quality education primarily delivered through live education. A Candidate should have an understanding of the type and 'feel' of education products offered by NSTP as well as the community that NSTP strives to maintain and build.

Therefore, it would be reasonable to expect that NSTP's perspective board members have experienced live NSTP education. This allows them to understand beforehand the importance and value delivered by the organization's main source of income. This is not to devalue the education provided by other organizations, it is to ensure the candidate's understanding of NSTP's offerings. This nomination procedure is established for a variety of reasons which are to ensure that the candidate:

1. demonstrates support for the educational programming of this organization;
2. demonstrates that they can meet with the membership on a regular basis in a supportive environment, and further have had a chance to grasp the 'feel' of the NSTP community;
3. can provide constructive comments to improve the offerings by the organization; and
4. shows evidence of interest in the general welfare of the organization.

### Solicitation of Candidates

Solicitation of Candidates shall follow procedures setup in Policy 20 – Solicitation of Candidates for Board Openings on the Board of Directors.

Members will have until sixty (60) days prior to the NSTP Annual Meeting to submit all documentation, references, picture, and so on, required for their Nomination.

### Nomination Committee

The Nomination Committee shall be selected at the September Board meeting of each calendar year. The Committee shall serve a one (1) year term.

The Nomination Committee shall consist of a minimum of three (3) NSTP members. The Committee members shall be comprised of a minimum of one (1) Board Director who shall act as Committee Chair. The other Committee member must be any NSTP member in good standing as selected by the Board of Directors and the Committee Chair. Under no circumstance shall any Nomination Committee member be presenting themselves as candidate for nomination for the election.

### Nomination of candidates for election to board of Directors.

Any NSTP member who is at least eighteen (18) years of age and in good standing is eligible to submit their candidacy and be nominated as a Board election candidate. Existing Board members whose term has expired are also eligible for nomination, subject to the Term Limit provisions within Policy 19 - Standard Operating Procedures Board of Directors. Board

## POLICY AND PROCEDURE

members who stepped down from the Board prior to the end of their term shall not be up for nomination or re-election, in the current election.

In order to be eligible as Candidates, Members must be properly nominated by the Nomination Committee. The Nomination Committee shall annually nominate at least two (2) members for each expired Director's term.

The Committee shall meet and interview, in person, via teleconference or if need be by telephone each of the candidates. This interview shall serve as of the process of determining the eligibility and final selection of the election Nominees. The Committee shall ensure that perspective candidates satisfy the established preferred and required Candidate Criteria.

The Committee Chair shall forward the list of selected Nominees for the election to the Board President on or before thirty (30) days prior to the date set to announce the results at NSTP's Annual Meeting. The Committee will communicate with all Candidates the results of the Nomination process within three (3) days of notifying the Board Chairperson.

### Non-discrimination

The Nomination Committee is committed to a policy of equal opportunity and does not discriminate in the terms, conditions, or privileges of nomination on account of race, age, color, sex, national origin, physical or mental disability, or religion or otherwise as may be prohibited by federal and state law.

### Candidate Criteria

#### Background check

A member understands that submission and signature of their candidate application serves as consent to a background check. This is to be clearly communicated in writing to the candidate as part of the application process. The Committee, or its designate may at its discretion choose to perform background checks on all perspective candidates.

#### References

Candidates for nomination shall provide the Nomination Committee a minimum of two (2) references; consisting of one business reference and one personal (arms-length) reference. The Nomination Committee shall contact each of the candidates' references prior to making final nominations.

#### Ideal Qualifications

Candidates for Nomination are required to:

1. be compliant with their tax obligations federal, state and other, both individual and corporate and trust
2. upon election the nominee would be required to sign a confidentiality agreement as well as a non-disclosure agreement

#### Ideal Qualifications

It is preferred that Candidates for Nomination:

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1. have experience in the tax industry as a practitioner, educator or employee for a period of a minimum 3 years
2. have taken 8 credit hours of NSTP education for a minimum of 2 consecutive years
3. be an NSTP member in good standing for a minimum of 2 consecutive years
4. be current in their education requirements as they relate to their designation

#### Characteristics of a good NSTP Board member and candidate

Ethics and Integrity – Board Members are entrusted with personal and organizational information, financial permissions and the ability to make and enforce rules. This emphasizes the need for a candidate to embody integrity.

Communications Skills - Board Members are expected to work with people from all walks of life. Thus, being able to listen effectively and then express themselves clearly in written and oral form is an imperative skill for all candidates.

Critical Thinking Skills and Positive Questioning – Candidates should be willing to question the status quo and positively explore issues and concerns. Board Members are expected to engender a spirit of discussion within the Board of Directors. Candidates understand that independent critical analysis of a situation can lead to creative problem solving and positive forward motion of the NSTPs vision and goals.

Humility and Objectivity– Candidates recognize that all people have unique perspectives into a situation and also acknowledge that they do not have all the answers. This can lead to a culture of cooperation and can be of great benefit to NSTP. Being comfortable with your skills, abilities and limitations leads to independence of thought and can further allow one to question and analyze Board issues.

Passion and Dedication – Candidates are completely sold on NSTPs vision, mission and values. They demonstrate passion for the mission of the organization and are dedicated to improving services and growing NSTP membership.

Time and Effort – Candidates must understand that Members of the Board dedicate significant time, resources and effort to the activities of the Board and NSTP; this includes attending all scheduled Board meetings, as well as actively participating in one or several committees.

Team Player – Candidate must have demonstrated their ability to be a team player. Although independent views and opinions are needed to bring diversity to the Board, the candidate should understand that a divided Board cannot effectively govern. Cooperation is a must for the evolution of the Society.

*Effective January 1, 2020 all Board members will be required to sign a Confidentiality/Non-Disclosure Agreement.*