



January 15, 2018

Dear Fellow Alumni,

The UMES National Alumni Association (NAA) and the UMES Office of Alumni Affairs invite you to nominate Alumni candidates to serve on the UMES NAA Board of Directors. To be eligible, a nominee for UMES Board of Directors must: (i) hold an earned degree from UMES or one of its predecessor institutions (ii) have demonstrated a commitment to the advancement of the University since the award date of the degree, and (iii) be a financial member of the UMES National Alumni Association.

The Office of Alumni Affairs and the UMES NAA are responsible for developing a slate of candidates to be considered and elected by the members of the National Alumni Association. The UMES NAA Nominating Committee will review the nominees to determine the slate using the following criteria: (i) Contributions to UMES, (ii) demonstrated leadership in the nominee's community, profession and or public service. Alumni must use the official nomination credentials form for NAA Board of Directors to nominate individuals for the position, which will be available beginning Wednesday, January 16, 2018. In addition to the information requested on the Nominations Credential Form, please provide a statement explaining why the nominee will be an asset to the Board of Directors and a Biographical overview of the nominee.

Any additional information to support your candidate materials must be received no later than Thursday, February 15, 2018 at 5:00pm EST.

Please mail to:

UMES Office of Alumni Affairs Ste 1135  
University of Maryland Eastern Shore  
30665 Student Services Center Lane  
Princess Anne, Maryland 21853

Best Regards,

Kirkland Hall,  
Chairman, Nominations Committee



## NOMINATION FOR UMES National Alumni Association

Please read the accompanying nomination guidelines before completing this form.

### Section 1 – Information about the nominator – person making the nomination

**Personal Details** \* Required details

Title *	
First Name *	
Middle Names	
Surname *	
Current NAA Status	
Relationship to the nominee *	

**Contact Details**

Street/Apartment No. *		Post Code *	
Street Name *		Home Phone	
City/Town *		Mobile Phone	
State *		Email Address	

### Section 2 – Information about the nominee - person you are nominating for NAA Office

**Personal Details**

\* Required details

Title *			
First Name *			
Middle Names			
Surname *			
Current NAA Status		Office Nominated For	

**Contact Details**

Street/Apartment No. *		Post Code *	
Street Name *		Home Phone	
City/Town *		Mobile Phone	
State *		Email Address	

**Section 3 – The nomination details**

Please complete all of the sections below.

Describe the professional and community service achievements of the nominee:

Describe the nominee's qualifications for the office they are seeking:

**Positions or offices held by the nominee**

Please list offices held by nominee in UMES NAA, Community and Professional organizations.

Organization	Position	From (date)	To (date)

PLEASE SEND THIS FORM or email this form to:

UMES NAA NOMINATIONS COMMITTEE C/O

[kjhall@umes.edu](mailto:kjhall@umes.edu) or

UMES NAA SUITE 1135  
30665 STUDENT SERVICE CENTER LANE  
PRINCESS ANNE, MD 21853

**Nominator signature:** \_\_\_\_\_

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

# UMES NATIONAL ALUMNI ASSOCIATION

## Nomination Guidelines

This guide is designed to help you nominate (or re-nominate) a person for an Office on the UMES NAA Board of Directors.

### WHO CAN MAKE A NOMINATION?

Any active alumni can nominate a person they think is worthy of a position of the UMES NAA BOARD OF DIRECTORS. The nominator needs to complete a nomination form. If you are accessing this document through the UMES NAA website you will find a link to a PDF of the nomination form on the list of links on the left of the homepage. If you are reading this document in hardcopy you will find the nomination form at the end of the guidelines. Completed nomination forms can be sent to:

Kirk Hall, Chairman

Email:

[kjhall@umes.edu](mailto:kjhall@umes.edu)

### Committee members

Delphine Lee

LaRon Anderson

Floretta Lawson

Robert McGlotten

Once the Nominations committee has received your nomination a short citation on your nominee will be written, based on the information you provide. This will be presented to the UMES MEMBERSHIP.

### COMPLETING THE NOMINATION FORM

Please complete the form completely and accurately. It is important that you provide as much factual, relevant information as possible about your nominee and the reasons for which recognition is sought.

Describe what is special about your nominee's achievements and what they have done to deserve an Office. Tell the story of how they have made a difference in their community or field of work and give an indication of their longevity of service. Show how they have demonstrated innovation or entrepreneurship, improved the lives of others, or exemplified selfless voluntary service.

You may list your nominee's occupation and positions held in organizations, but be specific about the achievements that make them stand out above and beyond their peers.

Nominations should be made while the nominee is still active and, if possible.

Support letters add depth to the nomination and validate your nominee's character and achievements.

You may use additional sheets, but please ensure you include the nominee's name on each page. Please do not send in examples of the nominee's work such as DVDs, photographs or books.

It is not appropriate to nominate yourself for a BOD position, and such nominations will not be considered.

## **SUBMITTING THE NOMINATION**

If the nomination is successful, nominees are formally asked by the Committee Chairman, on behalf of, President of the National Alumni Association whether they accept or decline the proposed office. Sometimes the reason your nominee does not appear on the list is that he or she may have declined the nomination.

## **MAKING ADDITIONS OR CHANGES TO THE INFORMATION SUBMITTED**

You may send additional information to support the nomination at any time. We will ensure that it is considered with the existing papers.

Please advise the Nominations Committee if there have been any changes to the nominee's personal details or any other information supplied on the nomination form. **You must notify the Nomination Committee immediately if your nominee dies. It is not possible for a posthumous award to be made.**

## **CONFIDENTIALITY**

All nominations for Office are treated in the strictest confidence. No information regarding the nominee or the details of the nomination is divulged.

## **THE NUMBER OF BOARD OF DIRECTORS AWARDED**

The number of officers available is strictly limited for each list. Not everyone can receive recognition, no matter how worthy their accomplishments. It is important to realize that a nominee will not automatically follow a nomination.