WILPF Elections: Candidate Application Process & Standards

**Deadline** for *all contents of* Application Packet:

Sunday,  **January 24, 2016**, 11 pm your time zone, per email time stamp.

*Early submission of application documents* ***greatly*** *appreciated!*

**Email all materials to:** [nominations@wilpfus.org](mailto:nominations@wilpf.org)

**Application Packet Checklist** for WILPF Board Candidates

* Application Form, partly **for online**
* Two Candidate Statements
  + long(for **online**)
  + short (for paper **ballot packet**)
* Activist Biography **AND/OR** Resume − **for** **online** (personal information, such as phone number and address, if it is included, will be edited out of the online version).
* Listing of the "titles" of seven personal leadership successes − **for online** and **in the paper ballot packet**, along with the short candidate's statement
* Two Letters of Recommendation for consideration/qualifications **for online**
* In order for your application to be considered you must be a WILPF member in good standing (dues-paying, Life Member, or pledger) for at least the last two years (24 months).

*If you are unsure of your status, call the National Office 617-266-0999.*

* Candidates are required to participate in a Member-Candidate Meet and Greet in February. Stay tuned for date and questions to prepare answers for.
* Please see below for specifics on content and Formatting and Qualification Standards.

**General Standards**

* All documents must use a font size of 12 and be single spaced.
* All documents submitted must be one of these accepted document types: .rfg,.doc, .rtf, .odt, or .docx
* All application materials must be submitted as separate documents before or on the deadline. *If at all possible, they should all, or mostly all, be submitted at* ***one time****.*

**Nomination Form Standards**

The Nomination Forms is an optional document, used to suggest someone *else* for candidacy. It is *not* a part of what a candidate must include in the Application Packet.

The Nomination Form must...

* Be labeled (saved as) “Last Name\_Nomination Form” (the name being the nominee's)
* Be emailed to [nominations@wilpfus.org](mailto:nominations@wilpf.org) by 11 pm your time, Sunday, **January 10, 2016.**

**Application Standards**

Applications must...

* Be filled out completely
* Be labeled “Last Name\_Application"
* Be clear: The candidate's responses to the five numbered questions on the Application will be posted online.

**Candidate Statement Standards**

Candidate Statements must…

* Be in **two forms**:
  + One of 300 words maximum (short form) for inclusion in the paper ballot
  + A second version, for online, of up to 700 words (long form) If a candidate so chooses, the long form can be the same document as the short form.
* Focus on your goals and objectives for the position sought
* Include −
  + Candidate’s name exactly as it will appear on the ballot
  + Position you are seeking (for the At Large Board Member position, include length of term the candidate is running for: one term is the full three years, the other fills in the last two years of the term)
  + Approximate length of time in WILPF (if under three years, in months)
* Be in first person ("I")
* Be limited to describing yourself, without mentioning opponents by name or alluding to opponents. You may criticize positions and distinguish your own position from other positions in general.
* Be in paragraph format (either with indentation or unindented, with one space between paragraphs)
* Use appropriate language
* Be labeled, “Last Name\_Candidate Stmt\_short” or “Last Name\_Candidate Stmt\_long”

**Activist Biography Standards**

Activist Biographies must…

* Include candidate’s name exactly as it will appear on the ballot, position you seek, and length of time in WILPF
* Be two pages maximum
* Focus on your history/background of volunteer and activist work, especially related to the position applying for and especially past WILPF work
* Be labeled, “Last Name\_Activist Bio

**Resume Standards**

Resumes must…

* Be two pages maximum
* Be a professional, activist, or topical resume
* Use a standard resume format that you are comfortable using
* Be labeled, “Last Name\_Resume”

**Listing of Seven Personal Leadership Successes Standards**

The Listing of Seven Personal Leadership Successes must...

* Include the "titles" of seven personal leadership successes. These "titles" could be the names of committees successfully chaired, projects you have accomplished, or other titles/accomplishments (in WILPF or in other areas of life) qualifying you.
* Be a maximum of 35 words
* Be labeled, “Last Name\_Successes”

**Letters of Recommendation Standards**

Letters of Recommendation must…

* Be from two current WILPF members
* NOT be from family members of the candidate
* Be two pages maximum
* Be in paragraph format (either with indentation or unindented, with one space between paragraphs)
* Be labeled, “Last Name\_Rec\_Name” (in which the Last Name is of the candidate and the Name is the first or last name of the recommender)

**Qualification Standards**

These qualifications are in addition to WILPF US membership requirements and are standards for conduct to qualify for board service:

* Do not use the branch listserv or any other WILPF US listservs for any campaigning. This is prohibited.
* Be computer literate
* Attend regular board meetings via conference call, plus one per year (usually) in person. (The in-person requirement is waived if the candidate can demonstrate a health reason that prevents him/her from doing so. In this case, the candidate must be present by phone or other call-in means for the meeting. WILPF will not discriminate against any qualified candidates.)

*The first board meeting for newly elected members will be on* ***Tuesday, March 15.***

*Successful candidates must plan to attend that meeting.*

**THANK YOU!**