

SELECTION CRITERIA AND PROCESS FOR THE OFFICE OF CHAPTER DELEGATE AND ALTERNATE DELEGATE

Delegate Criteria (85 pts max)

1. Has served on the Board of Directors either as an officer (10 pts.) or a director. (5 pts.) (higher position governs point award)
2. Is engaged and active within the Chapter. (5 pts.)
3. Has interacted with national staff (i.e., through Leadership Training, Committee work, Congress, etc.). (10 pts.)
4. Has a good understanding of current Committee activities. (5 pts.)
5. Is willing to participate in monthly Chapter Board Meetings. (5 pts.)
6. Is a regular attendee and has recently attended the Chapter's Statewide Conference meetings. (10 pts.)
7. Is willing to gather and disseminate information to strengthen and enhance the local Chapter, as well as other chapters and APWA National. (5 pts.)
8. Has good communication skills. (5 pts.)
9. Is friendly and willing to meet others. (5 pts.)
10. Can dedicate a minimum of 3 years and a maximum of 6 years to the position. (10 pts.)
11. Understands chapter and national financial resources and guidelines. (5 pts.)
12. Agrees to serve per the position description and to uphold the chapter ethics as stated in the Chapter By-laws. (10 pts.)

Desirable Delegate Criteria (25 pts Max)

1. Has previously served as Chapter President (5 pts.)
2. Is currently a member of one or more Chapter committees (5 pts. per committee, maximum 10 pts)
3. Is a past recipient of APWA Local or National Award(s) (10 pts.)

Recruitment Process

1. Notice to the Chapter membership of the pending opening for the Delegate and/or Alternate Delegate position will be accomplished by a posting on the Chapter website, announcement at a minimum of two consecutive Chapter General Membership meetings, and a notice sent to all members of said posting.
2. Interested and qualified members will be encouraged to submit their name and qualifications to the Chapter's Nominating Committee after the initial notice and submitted by the due date set forth in the notice.
3. The Nominating Committee shall review and rank the list of potential candidates meeting the minimum criteria. The Nominating Committee may or may not conduct interviews with some or all of the potential candidates. After the ranking process is complete, the Nominating Committee will then bring forth a recommendation to the Board of Directors for the consideration and approval. The Board of Directors will be asked to ratify the Nominating Committee's recommendation for Delegate and/or Alternate Delegate at the next scheduled Board Meeting. Upon approval, the new Delegate, and or Alternate Delegate, and all others who have submitted their names for consideration shall be contacted by the President to inform them of the outcome of the process. Should the Board of Directors not ratify the Nominating Committee's recommendation, the Board of Directors will provide comments back to the nominating committee for further consideration and recommendation back to the Board of Directors.

4. An announcement will be put forth on the Chapter's website informing the membership of the outcome of the Delegate replacement process before the end of the fiscal year.
5. The new Delegate and/or Alternate Delegate will officially assume their responsibilities on July 1 of the same year, along with the other new and returning Chapter Officers, and will be ceremonially installed at the APWA-Arizona Statewide Conference.

Term

1. **The Chapter Delegate shall be appointed for a three-year term but shall not serve for more than two consecutive terms.**
2. **The Alternate Delegate shall be appointed for one two-year term. It is the intent of the Board of Directors to offer three individuals the opportunity to serve during the Chapter Delegate's two three-year terms to better prepare individuals for the role of Chapter Delegate.**