



## **NOMINATION PROCEDURES FOR TIGERLILY FOUNDATION BOARD OF DIRECTORS**

**The TIGERLILY FOUNDATION (TIGERLILY) Board of Directors has endorsed three categories and processes for selection to the Board of Directors. TIGERLILY members can become a Director through: Nomination by Nominating Committee, Nominations by Petition and Nomination by Appointment of the Board.**

### **1. Nominations By Nominating Committee Process:**

The TIGERLILY Board of Directors has adopted a standard set of Nominating Committee policies and procedures for ALL candidates for elected and appointed director positions. Any TIGERLILY member or other qualified individual willing to fulfill the requirements of directors (found below) may submit a package following these procedures. All nominations should include information from the candidate in the format described below.

**Nominations may be submitted at any time but must be received by December 31, 2009 to ensure proper consideration for the 2010 election. It is the responsibility of the candidate/nominee to prepare and collect the necessary documentation and to submit a complete nomination package to the TIGERLILY by the application deadline.**

### **CONTENT AND FORMAT:**

At a minimum, the nomination content must include the following in a standardized format in order to ensure a fair and equitable process for nominees and TIGERLILY.

1. Nomination letter from a TIGERLILY Advisory Board member as well as the names of four additional references who support the nomination.
2. A personal letter from the INDIVIDUAL nominee which specifically states a desire to serve or continue to serve on the TIGERLILY Board of Directors. The letter must specifically state that the nominee has reviewed the requirements of directors. Nominees should indicate a willingness and ability to travel to meetings at their own expense.
3. A biography (no more than 100 words) for publication.
4. A personal statement of candidacy (no more than 100 words) for publication.
5. A recent color photo in hard copy or high-quality (300 dpi) digital (.tif or .jpg) format.

Only candidates who have provided the complete nomination package by the submission deadline will be considered. Candidates will be asked to fill out a background and conflict of interest questionnaire.



2. **NOMINATIONS BY PETITION OF INDIVIDUALS/MEMBERSHIP:**

**Individuals or TIGERLILY members may have their names placed on the ballot for the 2010 elections, without review by the nominating committee, by securing the signatures of 5 TIGERLILY Advisory Board members. Nominations by petition must also be received by December 31, 2009 to ensure proper consideration for the 2010 election. It is the responsibility of the candidate/nominee to prepare and collect the necessary documentation and to submit a complete nomination package to the TIGERLILY by the application deadline. The following items must accompany the nomination:**

1. A letter from the INDIVIDUAL nominee which specifically states a desire to serve. The letter must specifically state that the nominee has reviewed the requirements of directors and is willing and able to fulfill those requirements. Nominees must indicate a willingness and ability to travel to meetings at their own expense.
2. A biography (no more than 100 words) for publication.
3. A personal statement of candidacy (no more than 100 words) for publication.
4. A recent color photo in hard copy or high-quality (300 dpi) digital (.tif or .jpg) format.
5. At least 5 Petitions in Support of Nomination. This form must be downloaded from the Board of Directors page on the TIGERLILY website, completed, signed and mailed or faxed to the candidate you are supporting. At least 5 of these forms must be submitted by the candidate with the nomination packet.

**Submit nominations by mail to:**

Tigerlily Foundation, ATTN: Board of Director Nomination Committee, 11654 Plaza America Drive, #725, Reston, VA 20190

**Nominations may also be submitted electronically to [info@tigerlilyfoundation.org](mailto:info@tigerlilyfoundation.org). The petition forms can be scanned, signed and submitted electronically.**

3. **SERVICE BY APPOINTMENT OF THE BOARD OF DIRECTORS:**

The TIGERLILY Board of Directors may in accordance with the Bylaws appoint a Director to fill an unplanned vacancy on the Board of Directors. This allows the Board to have the required number of members until normal procedures can provide for the vacancy to be filled. The Board is also authorized to have up to four directors who are appointed by the Board to two-year terms. To be considered for appointment, a candidate must submit a nomination package. Contact the TIGERLILY for instructions by emailing [maimah@tigerlilyfoundation.org](mailto:maimah@tigerlilyfoundation.org); Subject Line: Board of Director Nominations.