

## NACHC Board Service and Election Guidance (2025)

This document includes the following related to the NACHC Board of Directors:

- Criteria for Service
- Meeting Schedules
- Composition
- Term Lengths
- Election Overview: National and Regional Elections
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### Criteria for Service on NACHC's Board of Directors

Consistent with NACHC's Bylaws and criteria recommended by the Nominating Committee and approved by the Board of Directors, individuals must meet the following criteria to be nominated or serve on the Board of Directors in nationally elected positions or regionally elected positions.

1. Be employed by, or serve on the Board of, a NACHC organizational member in good standing OR be employed by a chartered Primary Care Association affiliate or Health Center Controlled Network member (defined as an entity that is majority controlled or, as applicable, majority owned, by health centers receiving funds authorized under Section 330 of the Public Health Service Act).
2. Be an individual member in good standing with at least three years of individual membership within the past five years. (The election year can be counted among the three required years.)
3. Have served on at least two NACHC committees, subcommittees, or task forces within the past five years, with at least 50% attendance. (The election year can be counted among the three required years.)
4. Agree to any active standards of conduct for service on the Board of Directors, including but not limited to expectations for attendance. (See sections below on Board and Executive Committee meeting schedules.)
5. Provide a resolution of support from the candidate's Board of Directors that includes acknowledgement of that organization's responsibility to pay the reasonable and necessary travel expenses to attend NACHC Board of Directors meetings and to attend such other events as NACHC requires carrying out the duties of office.
6. Meet other additional special qualifications of a specific position on the Board of Directors, if applicable.

#### Additional Special Qualifications:

- To serve as **Clinician Representative**, the individual must regularly provide health care services for an organizational member as an employee or an independent contractor and hold a valid license to provide health care services in the state in which the organizational member is located.
- To serve as **Health Center Board Member Representative**, the individual must be currently serving on the board of directors of a NACHC organizational member.

## Board of Directors and Executive Committee Meeting Schedules

Effective in 2026, the NACHC **Board of Directors** meets quarterly, connected to a NACHC national conference. In-person participation is expected and absences must be approved by the Board Chair.

- February: Policy & Issues Forum
- April: Workforce Conference (formerly FOM/IT)
- August: Community Health Institute (CHI) & Expo
- November: Partner Conference

Members of NACHC’s **Executive Committee** meet in-person prior to all Board of Directors meetings and hold monthly virtual meetings. Participation is expected and absences must be approved by the Board Chair.

## Board of Directors Composition

NACHC’s Board of Directors consists of the following positions, some of which are nationally elected and some of which are regionally elected.

<b>Officers (9):</b> These positions comprise NACHC’s Executive Committee.	<b>Additional National Representatives (4):</b>	<b>Regional Representatives (20):</b>
Nationally elected, with the exception of the Parliamentarian.	Nationally elected.	Regionally elected.
<ul style="list-style-type: none"> <li>• Chair</li> <li>• Chair-Elect</li> <li>• Immediate Past Chair</li> <li>• Speaker of the House</li> <li>• Vice-Speaker of the House</li> <li>• Secretary</li> <li>• Treasurer</li> <li>• NACHC-Elected Consumer/Board Member Representative</li> <li>• Parliamentarian (appointed by Board Chair)</li> </ul>	<ul style="list-style-type: none"> <li>• Two (2) Health Center Board Member Representatives.</li> <li>• Two (2) Clinician Representatives.</li> </ul>	<ul style="list-style-type: none"> <li>• Two (2) Representatives from each of the ten (10) HRSA geographic regions.</li> </ul>

## Term Lengths

All positions on NACHC’s Board of Directors serve two-year terms.

Nationally elected position terms begin immediately at the close of the House of Delegates in which the related election took place.

Regionally elected position terms begin October 1.

## Elections Overview: National and Regional Elections

Of the 33 positions on NACHC’s Board of Directors, 20 are regionally elected, 12 are nationally elected, and the non-voting Parliamentarian is appointed by the Board Chair.

**National elections** are conducted annually at NACHC’s House of Delegates meeting, held in connection with the Community Health Institute (CHI) & Expo, typically in August.

**Regional elections** are conducted annually by identified Regional Election Contacts, typically operating within a regional or state Primary Care Association. Regional elections must occur no later than August 31, with results shared to NACHC within 10 days.

## National Elections: Nominations, Candidate Packet, Timeline

This chart outlines the national elections conducted annually at NACHC’s House of Delegates:

Elected Each Year	Elected in Odd-Numbered Years	Elected in Even-Numbered Years
<ul style="list-style-type: none"><li>• One (1) Clinician Representative.</li><li>• One (1) Health Center Board Member Representative.</li></ul>	<ul style="list-style-type: none"><li>• Chair-Elect</li><li>• Speaker of the House</li><li>• Treasurer</li></ul>	<ul style="list-style-type: none"><li>• Vice-Speaker of the House</li><li>• Secretary</li><li>• NACHC-Elected Consumer/Board Member Representative</li></ul>

### Nominations for National Elections

Nominations for national office open approximately 120 days prior to the House of Delegates and close approximately 90 days prior to the House of Delegates. **In 2025, nominations open April 17 and close May 15.** Self-nominations are allowed.

All nominees should meet the Criteria for Service on the NACHC Board of Directors.

Additional nominations may be made from the floor of the House of Delegates after the Nominating Committee report. In the event of floor nominations, nominees must have a completed Candidate Packet ready to hand in to the Nominating Committee Chair.

### Candidate Packet for National Elections

Upon nomination, nominees receive a Candidate Packet with the following materials:

- Petition for Candidacy that a nominee uses to accept or decline their nomination in writing.
- Position description related to their nomination.
- Standards of Conduct.
- Mailing Label Request Form that enables the candidate to receive mailing labels for one-time use to contact NACHC Organizational Members.
- Sample Board Resolution to establish support of the nominee’s candidacy and service.

All Candidate Packet materials must be returned by the stated deadline along with the following:

- Candidate Statements not exceeding 300 words.
- Resume/CV.
- High-resolution photo to accompany the Candidate Statements.

**In 2025, a completed Candidate Packet must be returned by June 12.** In the event of nominations from the floor of the House of Delegates, those nominees must have a completed Candidate Packet ready to hand in to the Nominating Committee Chair.

## **Timeline for National Elections and the House of Delegates**

The 2025 national elections timeline is as follows:

- **April 17:** National nominations open. Deadline for proposed Bylaws amendments to be submitted to the Board of Directors for consideration.
- **May 15:** National nominations close.
- **May 28:** Deadline by which all nominees have been contacted related to their eligibility and next steps.
- **June 12:** Completed Candidate Packets due returned to NACHC from eligible nominees.
- **June 17:** Candidate Statements posted to NACHC website. Proposed Bylaws amendments posted to NACHC website.
- **July 17:** Deadline by which candidates and those wishing to vote in the House of Delegates (or assign their proxy) must have paid their Organizational Member dues through Q1 of the membership year (July through September).
- **July 18:** House of Delegates registration (credentialing) process opens for Organizational Members in good standing that wish to vote in the House of Delegates or assign their proxy.
- **July 31:** Slate of Candidates posted after review by the Nominating Committee.
- **August 17:** House of Delegates occurs at [CHI 2025](#), with Zoom option for delegates participating virtually.

## **Regional Elections: Nominations, Candidate Packet, Timeline, Regional Election Contacts**

There are two Regional Representative positions on NACHC's Board of Directors per each of HRSA's 10 regions – a total of 20 positions. The two representatives per region serve staggered two-year terms, so each year a region typically runs an election for one open position (presuming the other Regional Representative stays in their role). Members aren't precluded from serving additional terms, if elected.

### **Nominations for Regional Elections**

Regional elections are managed by a designated Regional Election Contact in each HRSA region (see below for current contacts). NACHC provides Regional Election Contact with a list of qualified candidates in each region. Regional Election Contacts are responsible for contacting eligible candidates to see if they are interested in running for open positions.

## Candidate Packet for Regional Elections

Upon nomination, nominees receive a Candidate Packet with the following materials:

- Petition for Candidacy that a nominee uses to accept or decline their nomination in writing.
- Position description related to their nomination.
- Standards of Conduct.
- Sample Board Resolution to establish support of the nominee's candidacy and service.

## Timeline for Regional Elections

- **March 15:** NACHC initiates regional election procedures by contacting the PCA CEOs within each region to alert them to the process, share the list of eligible members within that region, and provide required candidate materials. This includes an invitation for NACHC to assist with the elections process.
- **May 1:** Deadline by which a Regional Election Contact must communicate their election timeline and process to NACHC, including whether they will facilitate their own election or have NACHC conduct the election on their behalf.
- **August 31:** Per NACHC's Bylaws, Regional Representatives shall be elected each year, no later than August 31, by the majority of the NACHC organizational members voting in an election conducted by the applicable chartered Regional Affiliate. The chartered Regional Affiliate shall notify NACHC of the results of the election in writing within ten (10) days after the election.
- **October 1:** Regional Representative terms begin.

## Regional Election Contact Responsibilities

1. Using data provided by NACHC, contact all members eligible to run for a Regional Representative position according to criteria established by NACHC's Board of Directors, with consultation from NACHC's Nominating Committee.
2. Ensure that any interested candidate completes the Candidate Packet and share the completed Candidate Packets with NACHC for verification of eligibility prior to any election.
3. Develop a slate of eligible candidates and, using data provided by NACHC, share that information with all NACHC Organizational Members in that region with instructions for casting a vote.
  - a. The Regional Election Contact should collaborate with PCAs within the region to help promote this opportunity.
  - b. If the region employs a practice of assigning a seat to a specific state within the region, on a permanent or rotating basis, election materials developed by the Regional Election Contact should clearly communicate this practice.
4. Conduct an election by the deadline outlined in NACHC's Bylaws or ask NACHC to facilitate the election on their behalf. Per NACHC's Bylaws, positions are elected by majority vote.

## Regional Election Contacts

As of 2025, these are the contacts that oversee the election of Regional Representatives to the NACHC Board of Directors. Contact [membership@nachc.org](mailto:membership@nachc.org) if you have questions.

- Region 1: Massachusetts PCA
- Region 2: New York PCA
- Region 3: Allen Bennett on behalf of Maryland PCA.
- Region 4: North Carolina PCA
- Region 5: Minnesota PCA
- Region 6: Texas PCA
- Region 7: Missouri PCA
- Region 8: Community Health Association of Mountain/Plains States (CHAMPS)
- Region 9: California PCA
- Region 10: Northwest Regional Primary Care Association (NWRPCA)