

■ **Policy 14: Nominating Institutional Member Representatives**

1. Nominations for the three institutional member representative seats on the Council's Board of Directors are submitted to the Council by the chief executive officer (e.g., president) of a free-standing, single-purpose naturopathic medical institution that offers a CNME-accredited program, or by the chief administrator (e.g., a dean) of an accredited program within a multipurpose institution. Nominees should be drawn from either the academic administration or faculty of the naturopathic medicine program, and should have knowledge pertaining to the accreditation process for naturopathic medicine programs. **The institution whose turn it is to nominate an institutional member representative is required to present at least two individuals to the Board for consideration.**
2. Nominations are submitted on a rotational basis according to the rotation schedule initially established by the Council and maintained by the executive director. When the Council grants initial accreditation to a program, the newly accredited program shall be added to the rotation schedule immediately following the program whose representative's term most recently expired.
3. If an institutional member representative leaves the Board of Directors before the representative's term expires, the chief executive or administrative officer for that same program nominates a person to fill the vacancy. If a replacement is not nominated within five months from the time the previous representative left, the next program in the rotation schedule shall be requested to submit a nomination; in this case, the nominee is eligible for election for the remainder of the previous term *and* a subsequent three-year term.
4. Nomination of a person to serve as an institutional member representative is submitted in writing to the Council's executive director at least 30 days before the meeting at which the nominee will be considered for election. Enclosed with the nominating letter is the nominee's résumé. The executive director distributes the letter and résumé to the members of the Council's Board of Directors before their meeting.