



## ONLINE DIRECTOR NOMINATION INSTRUCTIONS

Only one person can be nominated per Nomination Form, and this person must be nominated by 2 separate people (using the same form). See example below:

1. Person 1 wants to nominate Person 2. Person 1 fills in the “Director Nomination Form” by filling in their information under the “Member Nominator” section and entering Person 2’s name and email in the “Member Nominated” section.
2. Person 1 then seeks a 2<sup>nd</sup> person to nominate Person 2, in this case, Person 3. Person 1 enters Person 3’s name and email address in the “Second Member Nominator” section on the form and clicks Submit.
3. Person 3 then receives the online form via email and will be asked to enter their information and click Submit.
4. Person 2 then receives an email informing them that they have been nominated and asks them to Approve or Deny the nomination.
5. Upon approval from Person 2, the completed form will be sent to Rob Cornelis, Secretary of the Board.

