



National Accrediting Commission of Career Arts and Sciences

2013 CALL FOR NOMINATIONS

The National Accrediting Commission of Career Arts and Sciences is requesting all interested parties to submit names of possible candidates for nomination to the following positions on its Board of Commissioners that will begin on January 1, 2014:

Categories

To be elected by all NACCAS accredited schools in the states listed

School Owner Commissioner
Three-Year Term
One (1) Position, Zone 3

Illinois, Indiana, Iowa, Michigan, Minnesota,
Nebraska, North Dakota, South Dakota, Wisconsin

School Owner Commissioner
Three-Year Term
One (1) Position, Zone 6

Connecticut, Delaware, Maine, Massachusetts
New Hampshire, New Jersey, New York,
Pennsylvania, Rhode Island, Vermont

Commissioner Representing the Public
Interest
Three-Year Term
One (1) Position, At-Large

to be elected by all NACCAS-accredited schools
in the United States and its Territories

Professional Services Commissioner
Three-Year Term
One (1) Position, At Large

to be elected by all NACCAS-accredited schools
in the United States and Territories

Service on the Commission is both an honor and a reflection of a person's caring for the future of our industry and specifically, its educational sector. We strongly encourage you to submit the names of qualified individuals, perhaps your own, who would be willing to serve on the Commission. Currently this organization accredits approximately 1,500 institutions nationwide; the scope of its work is varied and interesting.

The qualifications for each category, as well as the procedures for submitting names and resumes are detailed in a separate section following this letter. **ALL NAMES MUST BE SUBMITTED TO NACCAS BY July 1, 2013.**

Our organization is looking for competent, hardworking individuals who are willing to make a commitment to serve the Commission and cosmetology education. Please send in your nomination today!

Sincerely,

Ronald D. Perry, Chairman
Nominating Committee

QUALIFICATIONS

Cosmetology School Field

A. All candidates for Commissioner representing schools in fields of training within NACCAS' scope as a condition precedent to nomination shall document that they meet the following qualifications:

1. Have a total of at least five (5) years of administrative/supervisory experience in a school accredited by the Commission (of which the experience set forth in subparagraph 2 below may be counted as a part);
2. Have been active in the day-to-day operation of school(s) accredited by the Commission in an administrative/supervisory capacity for the three (3) years immediately preceding his/her election; and
3. Have no interest in any institution which has had its accreditation withdrawn (appeal rights exhausted) or which has voluntarily relinquished accreditation while the institution was in withdrawal status, during the past five years.
4. In addition, all candidates for the six (6) Commissioner positions elected by zones pursuant to Article III, Section III.A of these By-Laws must:
 - I. Be sole owner of school(s) accredited by the Commission; or
 - II. With respect to a partnership or a privately held corporation be a person who owns at least a 10% interest in a school(s) accredited by the Commission and have a direct and abiding interest in the performance of the school and the quality of education which it offers. The Nominating Committee shall be vested with the responsibility of determining whether such an interest exists, subject to the review of the full Commission; or
 - III. Be an officer of a publicly held corporation, which owns school(s) accredited by the Commission.

Candidates for the at-large Commissioner position are not required to satisfy the requirements of this *Article III, Section IV.A (4)*.

B. All candidates for Commissioner representing professional services in fields within NACCAS' scope as a condition precedent to nomination shall meet the following qualifications:

1. Be licensed in a field within NACCAS' scope
2. Have a total of at least five (5) years of administrative/supervisory experience in a professional service which employs at least one other person licensed in a field within NACCAS' scope (of which the experience set forth in subparagraph 3 below may be counted as a part);
3. Have been active in the day-to-day operation of the professional service operation in an administrative/supervisory capacity for the three (3) years immediately preceding his/her election;
4. Not be an owner in full or in part, nor a member of a partnership or a stockholder in a corporation which is the owner of any school offering programs within NACCAS' scope, and not be active in the management of any school offering programs within NACCAS' scope; and
5. Also:
 - I. Be sole owner of a professional service operation; or
 - II. With respect to a partnership or privately held corporation which owns a professional service operation, be a person who owns a sufficient interest in the operation to have a direct and abiding interest in its performance and business success. The Nominating Committee shall be vested with the responsibility of determining whether such an interest exists, subject to review by the full Commission; or
 - III. Be an officer of a publicly held corporation which owns a professional service operation.

D. All candidates for Commissioner representing the public interest shall:

1. Not be an employee, member of the governing board, an owner in full or in part, nor a member of a partnership or a stockholder in a corporation which is the owner of any school or professional service operation, or consultant to an institution or program offering programs or services in a field within NACCAS' scope, and shall not be active in the operation of any school or professional service operation offering programs or services in a field within NACCAS' scope whether accredited by NACCAS or not:

2. Not be a member of any trade association or membership organization related to, affiliated with, or associated with NACCAS; and
3. Not be a spouse, parent, child, or sibling of an individual identified in sub-clause 1, or 2 of this clause.

All Candidates

- E. No person may serve simultaneously as a member of the Commission and as an Officer or member of the Board of Directors of an organization dedicated to the interests of any field within NACCAS' scope. A person holding such other office may be nominated as a Commissioner, but if elected, must immediately tender a resignation from such office to the other organization, such resignation to be effective no later than the commencement of his or her term as Commissioner. A Commissioner-elect may not be seated until such resignation has been tendered.
- F. All members of the Commission shall agree to abide by the NACCAS Code of Ethics as may from time to time be promulgated, and shall refrain from discussing or voting on any action before the Commission or Committee of the Commission which represents a conflict of interest.

EXPECTED COMMITMENT

The Commission currently meets face-to-face four times a year; the meetings last from four to five days. In addition, the Commission holds monthly conference call meetings that last one to two hours. Commissioners serve on various committees, which may require approximately five additional days of service per year. Consequently, a person considering the placement of his/her name, or the name of others, before the Commission's Nominating Committee should realize that if elected, they may be required to spend approximately thirty-five (35) days a year away from home and their principal place of business.

NOMINATION PROCEDURES

1. Persons and organizations wishing to suggest names of individuals meeting the qualifications are hereby invited to submit resumes to the NACCAS office, no later than July 1, 2013.
2. Candidates nominated for the school owner commissioner position will be sent a questionnaire and subject to complete the required information immediately and return it to the Nominating Committee.
3. Candidates nominated for the professional service commissioner position will be required to submit a current resume and subject to complete the required information immediately and return it to the Nominating Committee.
4. The Nominating Committee will review the resumes and questionnaires and arrange interviews with the nominees.
5. The Nominating Committee will present a slate of at least two candidates for each position to the Commission for approval at the summer meeting of the Commission. Nominations will also be accepted from the floor at that time.
6. The ballots containing the slate of nominees will be sent to eligible accredited schools in October 2013.

Persons or organizations wishing to suggest the names of individuals meeting the above qualifications should submit a resume to:

Chair, Nominating Committee
c/o Mr. Clifford A. Culbreath, M.S.W.
National Accrediting Commission of Career Arts and Sciences
4401 Ford Avenue, Suite 1300
Alexandria, VA 22302

ALL NOMINATIONS MUST BE RECEIVED NO LATER THAN July 1, 2013.