

**October 24, 2014**

**SAVE THIS EMAIL**

**IMPORTANT 2014 BOARD OF COMMISSIONERS ELECTION  
INFORMATION**

**Dear School Owners,**

The National Accrediting Commission of Career Art's & Sciences, Inc. (NACCAS) Board of Commissioners are excited to announce the 2014 NACCAS Board of Commissioners electronic voting process. Yes, we are no longer using paper ballots, but instead we will be using an electronic voting process that will be sent to you via e-mail on October 30, 2014. Please read below on how this new process will work.

Pursuant to the NACCAS *By-Laws*, Section V, (C) 2, states: For the purpose of determining accredited schools entitled to vote for Commissioners, the Chair of the Commission shall provide that the list of accredited schools be closed as of October 15. This means that the schools that are eligible to vote in this year's election are the active NACCAS-accredited schools as of **October 15, 2014**.

This year there are five (5) positions that are coming up for election. Each NACCAS-accredited school is identified by our established active NACCAS Owner Identification Number (OID), not to be confused with your NACCAS reference number. For this election process, your username will be the same as your OID, which will be listed in an upcoming email. Additionally, your OID represents all the active schools currently accredited by NACCAS under that specific OID. Each active NACCAS-accredited school associated with that OID indicates the number of votes you have. So, if you have 5 schools associated with the OID, each time you vote for an At-Large Candidate, you are casting 5 votes. For the Zone Commissioner Candidates, if applicable, each time you vote, only the number of schools in that zone will be cast.

Our auto-registration system at the NACCAS Elections Site has created an account username (your established OID) and a one-time password for your convenience, which is activated automatically when you enter the voting process, and does not require you to do anything. However, if you need to go back into the voting process at a later time, you will be required to establish a new password, see below for specifics.

In the e-mail, that will be sent to the owner representative on file with NACCAS on October 15, 2014, you will be provided a link to the NACCAS electronic voting site. This link can only be used once to log in, but will lead you to a page where you will be required to reset your password if needed for re-entering at a later time, for corrections, or changing of your vote. After resetting your password (please keep for safe keeping), you will be able to log back in on demand. So to make things easier for you, NACCAS recommends that you do not open the link until you are ready to vote.

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[To view the positions and brief bios of the individuals running for election in this years' Board of Commissioners election please click here.](#)

**The voting period is from November 1, 2014 at 8:00 am Eastern Standard Time (EST) and ends November 30, 2014 at midnight (EST).**

**Reminder to NACCAS-accredited schools:** Your school's email address may be important to NACCAS as a part of the requirement that you are able to receive all official communications relevant to your accreditation. Before you unsubscribe make sure that NACCAS has a valid email address for your school.