

Operating Procedure and Guidelines for Filling USJA Leadership Vacancies

- I.** On recognition of imminent vacancy in positions of USJA Leadership and where the USJA Board of Directors intends to fill such vacancies, the USJA Board of Directors shall notify the membership and general public, through all available media, of the imminent vacancy and the intention to fill said vacancy.
- II.** Notification of vacancy shall serve as a request for candidates and include, but not be limited to;
 - 1) A Job Description of the imminently vacant position
 - 2) Requisite qualifications to fill the position
 - 3) Expectations of the USJA Board of Directors as regards performance in the vacant leadership position
- III.** Candidate Search:
 - 1) Notification of vacancy shall occur not less than six (6) months prior to selection of appointee.
 - 2) In special cases, the minimum six (6) month candidate search may be shortened by supermajority (2/3) vote of the USJA Board of Directors.
 - 3) The candidate search may be extended as necessary through majority vote of the USJA Board of Directors.
 - 4) Where no candidates seek to accept responsibilities of the vacant leadership position the USJA Board of Directors shall evaluate the need for the position and act in accordance with majority decision.
- IV.** Candidates must submit a résumé which shall include but not be limited to;
 - 1) Specific address of personal experience or qualifications which fulfill the stated requirements of the vacancy
 - 2) Plan of action to fulfill the requirements of the USJA Leadership role being sought
 - 3) Plan of transition between outgoing and incoming leaders
- V.** Candidates must interview with the USJA Board of Directors, or designated Ad Hoc delegates, selected for such purpose as to nominate candidates to the vacant USJA leadership position.
- VI.** Where discussion of candidate qualifications is deemed necessary, the USJA Board of Directors shall conduct such discussion in closed session. The Board of Directors shall allow input from interested parties.
- VII.** Appointees shall be selected by majority vote of the USJA Board of Directors.
- VIII.** All candidates shall be notified of the outcome of the selection process in person and in writing.
- IX.** It shall be the responsibility of the incoming and outgoing leaders to execute transition with minimum disruption of service.