

## Board of Directors Election Certification and Conflict of Interest Disclosure Form

**Section 11.2. Qualifications.** In order to be eligible for a Board or Advisor position (whether elected or appointed), a candidate must: (1) have been a General member for a minimum of five consecutive years, with any lapses in membership being less than six cumulative months in duration; (2) not have a material conflict of interest that would disqualify the person from holding the intended office; (3) not have been found to have violated the RWA Code of Ethics; (4) not be a publisher, acquiring editor, or agent who actively acquires romance fiction or actively offers representation to writers of romance fiction, as further described in RWA policy. An individual who has served a full term as President is no longer eligible to run for or hold any Board or Advisor positions. Candidates for specific positions must also have the following qualifications:

**11.2.1. President.** Candidates for President must: (1) have been General members for a minimum of five consecutive years immediately preceding filing for office, with any lapses in membership being less than six cumulative months in duration; (2) be the author or co-author of at least three romance novels published in the past five years as defined in RWA policy; (3) have published or contracted to publish at least one romance novel, as defined in RWA policy, within the two years immediately preceding filing for office; and (4) must have completed one full year of RWA Board service, but cannot have had more than six years of cumulative RWA Board and/or RWA Advisor service. Except in cases of a special election, the President must have served as President-Elect prior to assuming the presidency.

**11.2.2. President-Elect.** Candidates for President-Elect must: (1) have been General members for a minimum of five consecutive years immediately preceding filing for office, with any lapses in membership being less than six cumulative months in duration; (2) be the author or co-author of at least three romance novels published in the past five years as defined in RWA policy; (3) have published or contracted to publish at least one romance novel, as defined in RWA policy, within the two years immediately preceding filing for office; and (4) must have completed one full year of RWA Board service or at least three years of RWA chapter board service in one or more officer positions, one year of which was serving as chapter president, but cannot have had more than six years of cumulative RWA Board and/or RWA Advisor service.

**11.2.3. Treasurer.** Candidates for Treasurer must possess a strong business and financial background.

**11.2.4. Directors-at-Large.** Candidates for Director-at-Large must have RWA chapter board, RWA chapter committee, or RWA national committee service experience.

**11.2.5. Advisors to the Board.** Candidates for Chapter Advisor (a) must be members of one or more RWA chapters; (b) shall have served as a Chapter President; and (c) within the last six years shall have served as an officer or director on a Chapter Board. Candidates for a Community of Practice Advisor must be members of that Community of Practice.

### Office you are seeking:

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- |  |  |
|--|--|
| <input type="checkbox"/> President       | <input type="checkbox"/> Director at Large |
| <input type="checkbox"/> President-Elect | <input type="checkbox"/> PAN Advisor       |
| <input type="checkbox"/> Secretary       | <input type="checkbox"/> PRO Advisor       |
| <input type="checkbox"/> Treasurer       | <input type="checkbox"/> Chapter Advisor   |

Name as you would like it to appear on the ballot:

\_\_\_\_\_

RWA Profile Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Membership ID: \_\_\_\_\_

### President or President-Elect Declaration

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Please affirm:

- I do not have more than six years of cumulative RWA Board and/or RWA Advisor service.

Please list at least three romance novels\* published within the last 5 years. Please include title, ASIN/ISBN, and publication date.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Please list one romance novel\* published or contracted to publish within the two years immediately preceding filing for office:

1. \_\_\_\_\_

Please select all that apply:

- I have completed one full year of RWA Board service
- I have completed at least three years of RWA chapter board service in one or more officer positions one year of which was serving as chapter president

Year and chapter for which you were president of the chapter:

\_\_\_\_\_

**\*Romance Novel:** a work of Romance Fiction of more than 40,000 words (as determined by computer word count) that is or has been commercially available. "Commercially available" means offered for sale to the general public and/or library market. A novel or novella offered solely free of charge is not considered to be commercially available.

**Director-at-Large Declaration**

Please list any RWA chapter board, RWA chapter committee, or RWA national committee service experience.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**Certification**

I certify that I (initial each):

- \_\_\_\_\_ (1) have been a General member for a minimum of five consecutive years, with lapses in membership of less than 6 cumulative months in duration;
- \_\_\_\_\_ (2) not have a material conflict of interest that would disqualify the person from holding the intended office;
- \_\_\_\_\_ (3) not have been found to have violated the RWA Code of Ethics;
- \_\_\_\_\_ (4) not be a publisher, acquiring editor, or agent who actively acquires romance fiction or actively offers representation to writers of romance fiction, as further described in RWA policy.

**Conflict of Interest Statement**

To help avoid any conflicts of interest, on this form you are disclosing ownership or other proprietary interests, responsibilities, circumstances, or other reasons why you (or, by extension, any member of your family or household) might have an actual, apparent or potential conflict of interest with your duty to RWA. In addition, during such time as you serve on the Board of Directors, you agree to notify the RWA Executive Director promptly if and when you determine that any additional actual, apparent or potential conflicts of interest with your duty to RWA arise.

Please check and/or complete the appropriate section below:

- There are no actual, apparent or potential conflicts.
- Actual, apparent or potential conflicts:

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I hereby certify that I have read and understand the requirements and restrictions for the office and feel that I am qualified to run. I also certify that all the statements I have made in my biography are true and accurate.

X \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date