

CREDIT PROFESSIONALS INTERNATIONAL

September 11, 2008

TO: District Presidents

FROM: Barb Chapin, CCCE/MPCE
Nominating Chairman

RE: INTERNATIONAL NOMINATION INSTRUCTIONS

In this package are the nomination forms for International Officers for the coming year. This letter of instructions and deadline dates are provided to help you with the procedure that is necessary in order to submit a nominee.

If your District currently has an International Officer serving on the Executive Committee who wants to run for another office, please follow the same procedure.

Also, please note that, if your District currently has an International Officer serving as Second Vice President or Secretary/Treasurer, you cannot nominate an additional person this year. (For the 2009-2010 year, this applies to Districts 10 and 12.)

Due to changes in the bylaws, an At-Large member is eligible to run for International Office.

Below are the instructions for you to follow:

BY OCTOBER 1, 2008—mail or email to each Local Association President & At-Large member in your District the following:

1. Cover letter to each President and At-Large member, asking for names of eligible nominees.
2. Eligibility requirements of a nominee
3. The Local Association/At-Large Nomination Form
4. The Nominee Biography Form

I have included a list of all At-Large members. It includes their mailing addresses. Their phone numbers and email addresses are in the Member Directory on the website. Samples or copies of these forms are attached and are also available on the Corporate Website at www.creditprofessionals.org in the Members Only section, under Forms. (Look for “International Officer’s Nomination Forms.”)

The nominee must return the completed biography form and Local Association/At Large Nomination form to YOU by November 15. They must also include a resume of qualifications containing 100 words or less in a form that can be printed in the

Pre-Conference Capsule. Also remind them that their resume should include more information about credit and/or business related achievements than about association activities.

Don't assume that no response means no nominee. Please follow up with your Local Association Presidents/At Large Members if they don't respond. If you have no nominees from your District, please let me know. If you do have one or more nominees, then by December 1, mail or email to each Local Association President/At-Large Member of your District:

1. A list of the District Nominees for International Office along with their eligibility and biography information
2. Endorsement form and request that this be completed by the Local Association/At-Large Member for the candidate of their choice and mail back to you by **JANUARY 15, 2009**

If there are two nominees for the same office, request that the Local President fill in the form with the name of the person endorsed by their local. The At-Large member would fill in the form with the name of the person they want endorsed.

If there is currently an International Officer from your District and you plan to nominate a candidate for a second office, please explain this in your letter and stress that the Local Association/At-Large member will need to endorse both candidates.

If there is only one nominee from your District, you still need each Local Association/At-Large Member to endorse that candidate. Sample letters have been provided for all three scenarios.

BY FEBRUARY 1, 2009, SEND TO ME:

1. Completed International Nomination Form
2. Completed Biography form, resume, and a photo for publication (send resume and photo by email if possible)
3. All completed endorsement forms

Your assistance in observing this date schedule will be most sincerely appreciated and will allow the Nominating Committee time to prepare the reports and qualifications of nominees for printing in the Pre-Conference Capsule.

If you have any questions, please let me know.

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