Dear Members:

JACAP Board Nomination Process

The procedures and candidate requirements for the Board of Directors Nomination.

One of the fundamental elements of good corporate governance is the nomination and election of board members. Pursuant to Article 42 stated below, nomination of members to be part of the BOARD should be by written nomination.

Article 43: *No person not being a retiring Director shall, unless recommended by the Board for appointment, be eligible for election to the office of Director at any General Meeting unless,* ***not less than three nor more than twenty-one days*** *before the date appointed for the meeting, there shall have been left at the registered office of the Society a notice* ***in writing*** *signed by a Member, of his intention to propose such person for election, and also notice in writing signed by that person of his willingness to be elected.*

Board Members should be experienced in managing organizational growth, defining policies and dedicated to advancing the Society. By serving on the JACAP Board, directors exercise a major impact on the strategic direction of the Society and its Development.

The JACAP Board is comprised of 14 elected directors, 9 writer member and 5 publisher members, each serving two-year terms. However, to be nominated for and serve on the Board of Directors, Writer and Publisher members must be a member of the Society for not less than one year.

Nominations

Any JACAP member/organization in good standing may nominate another member/organization in good standing for the Board of Directors. Nominees are required to accept nomination.

Nomination Process

Nominations must be sent to membership@jacapjamaica.com or hand delivered at JACAP's registered office – 21 Connolley Avenue, Kingston 4, Jamaica and received during the nomination period.

Nominations for Publisher Member must be made or approved by the companies Chief Officer.

Nomination Form Attached.

Accepting Nominations

Nominees must email formal acceptance to membership@jacapjamaica.com or hand delivered at JACAP's registered office – 21 Connolley Avenue, Kingston 4, Jamaica; during the nomination period. Nominations not formally accepted by the nominee by the end of the nomination period will be considered withdrawn. Nominees can accept nomination as either a writer member or publisher member not both.

Each Board of Director Nominee's Acceptance Letter Should Include:

- A short biography and an optional statement describing the nominee's interest in and qualifications for serving on the JACAP Board.

This information will serve as the primary means for members to understand a candidate's vision for the future of the Society.

- Digital Photo that can be posted on the JACAP web site (.jpg. < 200 pixels wide x 300 pixels high).
- A statement that the nominee is prepared to commit his or her time to JACAP Board activities and is able to travel to attend face-to-face meetings whenever required.

2025 Elections Schedule	
Monday, November 24, 2025	Board of Directors Nominations open
Monday, December 12, 2025	Nominations close 11:59 pm
Friday, December 19, 2025	Final day for confirmed Nominees information to be circulated to the membership.
Sunday, December 21, 2025	Elections @ AGM between 9:30 am – 1 pm
Next Step	New Board induction announced by Chairman