



April 4, 2016

Dear Member,

*Nominations are being accepted for the following offices within the Technical Women's Organization (TWO): **Vice-President, Treasurer, Communication Officer, and Regional Directors for the Aeronautical Center, New England, Southern, Central, Northwest Mountain, and Alaska Regions.** The term of office is two years.*

*Only **FULL Members** with one year or more in the organization are eligible to hold office. The **Vice-President** must be a **Full member** of the organization for at least 3 years prior to holding office and have served at least 2 years on the Board of Directors or 2 years as a Chairperson for one of the committees. Please refer to the TWO Constitution and Bylaws for the necessary qualifications to become an Officer or Regional Director.*

Consider your nominations carefully as to who would make outstanding leaders of our organization. Return your nomination form along with the requested information to the address on the TWO Nomination Form or emailed to TWO2016election@comcast.net All nominations must be postmarked or emailed by COB April 18, 2016. No nominations will be accepted after the deadline.

For balloting purposes, individuals who are FULL members of TWO, in good standing, 120 days prior to the elections will be considered eligible to vote. If there is only one nominee for an office, that person will be elected by acclamation. Election ballots will be mailed by May 4, 2016 with a return date of May 18, 2016. Ballots will be counted no later than May 25, 2016 and all candidates will be informed within one week.

If you have any questions, please call the Nominations & Elections Committee Chairperson.

*Clarissa A. Holland, Chairperson
412-269-0418, ext. 234
Attachment*

TWO NOMINATION FORM

I wish to nominate _____

for the office of _____
Vice-President, Treasurer, Communication Officer, or Regional Director (State Region/Area for Regional Director)

Name of person making the nomination _____

Date _____ Telephone number _____

THE PERSON NOMINATED MUST RESPOND TO THE FOLLOWING ITEMS IN PARAGRAPH FORM ON A SEPARATE SHEET OF PAPER.

1. Describe your FAA technical background as it relates to the definition of a Full Member.
(A Full member is an FAA employee who is or has, or has had as a part of FAA employment, direct responsibility over the design, installation, maintenance, certification, operation or inspection of the following, or portion thereof; the National Airspace System, aircraft or airport.)
2. Describe your organizational background within the Technical Women's Organization.
3. I am interested in becoming a member of the TWO Executive Board because:
4. As a member of the Executive Board, I would like to:
5. Other relevant information (May include training, skills, experience or other information the nominee would like to share with the voters.)
6. Nominee's signature, date, and phone number.

Nominees please note: Submit the above information in paragraph form limited to one page. This information will be used with the ballots but may be edited if too lengthy. Please provide your current address and phone number in case we need to contact you for clarification. You must sign the Nomination Form to indicate the information given is complete and correct and that you are willing to run for the office indicated.

Nominee signature _____

Date _____ Telephone number _____

Nomination form and attachment must be emailed to TWO2016election@comcast.net or mail to the address below no later than April 18, 2016.

TWO Nominations & Elections Committee
Clarissa A. Holland, Chairperson
158 Kingsdale Road
Pittsburgh, PA 15221