

Houston Chemical Association (HCA)

Board of Director Candidate Qualifications

A. Qualifications for Election to the Board of Directors

To be considered a qualified candidate for election as an HCA Director, an applicant must satisfy all the following requirements. Applicants who cannot meet these requirements will not be considered qualified candidates and will not be eligible to participate in the election.

1. Membership Requirement

The candidate must have maintained continuous HCA membership for the twenty-four (24) months immediately preceding April 1 of the election year.

Example: For an election held in June 2027, the candidate must have maintained continuous HCA membership since April 1, 2025, or earlier.

2. Luncheon Attendance Requirement

The candidate must not have been absent from more than two (2) regularly scheduled HCA luncheons during the HCA calendar year immediately preceding the election.

Example: To qualify for the 2027 election, a candidate may miss no more than two (2) luncheons held between September 2026 and May 2027.

3. Board Meeting Attendance Commitment

Candidates must agree to maintain the following attendance standards while serving as a director:

- Be absent from no more than two (2) Board Meetings during each HCA calendar year.
 - In-person attendance is the expected method of participation. Directors may participate by telephone or video conference only when prevented from attending in person due to an emergency or business-related obligation. All remaining Board Meeting attendance must be in person.
 - Utilize telephone or video conference attendance option no more than two (2) Board Meetings during each HCA calendar year.
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B. Qualifications for Re-election

4. Directors Serving a One-Year Term

A Director serving an initial one-year term shall not be considered a qualified candidate for re-election if the Director:

- Was absent from more than two (2) Board Meetings during that one-year term; or
- Participated remotely by telephone or video conference more than two (2) times during that term.

In-person attendance is the expected method of participation. Directors may participate by telephone or video conference only when prevented from attending in person due to an emergency or business-related obligation.

C. Removal from Office

5. Directors Serving a Two-Year Term

A Director elected to a two-year term shall be automatically removed from office at the conclusion of the first year of the term if the Director:

- Is absent from more than two (2) Board Meetings during the first year of the term; or
- Participates remotely by telephone or video conference more than two (2) times during the first year of the term.

A Director removed under this provision:

- Shall not serve the second year of the elected term; and
- Shall not be eligible to run for election during the election cycle immediately following the expiration of the original two-year term.

In-person attendance is the expected method of participation. Directors may participate by telephone or video conference only when prevented from attending in person due to an emergency or business-related obligation.

Notes

Note 1: The HCA calendar year begins on July 1 and ends on June 30.

Note 2: The HCA typically conducts eight (8) luncheon meetings each calendar year, generally in September, October, November, January, February, March, April, and May.

Note 3: The HCA typically conducts nine (9) or ten (10) Board Meetings each calendar year, generally in August, September, October, November, January, February, March, May, June, and occasionally April.