

## NACD PAC

### Frequently Asked Questions—Solicitations by Member Companies

**1. Who can a NACD member company solicit for PAC contributions?**

The PAC may solicit only a “restricted class” of persons associated with NACD.

**2. What is NACD’s “restricted class”?**

NACD’s “restricted class” includes executive and administrative personnel and stockholders of NACD corporate members and their families (with prior approval of the corporate member).

**3. Who are “executive and administrative personnel”?**

“Executive and administrative personnel” are employees who are paid a salary (rather than hourly) and who have policymaking, managerial, professional or supervisory responsibilities. “Executive and administrative personnel” do not include (1) professional employees represented by labor unions, (2) lawyers and consultants who are non-employees, and (3) former or retired personnel.

**4. What approval is required to solicit executive and administrative personnel of NACD’s corporate members?**

In order for an NACD Member Company to solicit its executive and administrative personnel, stockholders, and their families, an authorized agent of the corporate member (i.e. CEO, President, Executive Director) **must sign a written prior approval request from NACD.** This is required before any employee of your company is allowed to even be asked to contribute to the PAC.

**5. How can the “restricted class” of a NACD member company be solicited for contributions to the PAC?**

The “restricted class” can be solicited through the mail, orally (i.e. at meetings, over the phone) or in internal publications (solicitations in internal publications like newsletters are allowed only if they are sent to members of the “restricted class”).

**6. What cannot be said/done when soliciting the “restricted class” to contribute to the PAC ?**

Under FEC law, the solicitor is not allowed to use force, threaten or intimidate the “restricted class” into contributing to the PAC. All contributions must be voluntary. An employer cannot automatically deduct money from an employees’ paycheck OR pay them to contribute to the PAC.

**7. What are the contribution limits to the PAC?**

Under FEC law, individuals are allowed to contribute up to \$5,000 per calendar year to the PAC.

**8. Can employees be required to contribute to the PAC?**

NO: All contributions must be voluntary. No requirements to contribute to the PAC, or coercion/intimidation is allowed in any way. Remember that only salaried employees of a NACD member company within the “restricted class” may be solicited for contributions to the PAC. Hourly employees of a NACD member company may not be solicited.

**9. Can persons outside the “restricted class” be informed about voluntary contributions to the PAC?**

The PAC may accept an unsolicited contribution (subject to the individual limits on contributions to a PAC), but neither the PAC nor the corporate member may inform individuals outside the “restricted class” that unsolicited contributions are acceptable.