

Nominating Chair

TERM: No member shall serve more than two (2) consecutive terms. Appointed by the Executive Director or Advisory Board Member.

EXPERIENCE: No prior Board experience required.

COMMITTEE: A part of the Nominating Committee (Board Member Responsible for Committee: Advisory Board Member (Past ED))

DUTIES: To facilitate and develop a ballot for the annual elections of the Executive Board, and count ballots for the annual elections.

Board of Director Nominations:

- Solicit nominations for officers from Active Members beginning in February.
- Meet with other members of the Nominating Committee to verify eligibility of the nominees and formulate a proposed slate for each of the following offices:
 - Director of Member Engagement/Executive Director Elect: two nominees who must have served on the Board within the past 3 years.
 - Director of Administration: two nominees; no prior Board experience required. The DOA is elected in even numbered years.
 - Director of Finance: two nominees; Prior board experience required in the last year. The DOF is elected in even numbered years.
 - Director of Continuing Education: two nominees; no prior Board experience required.
 - Director of Communications: two nominees; Prior board experience required in the last year.
- Nominating Process:
 - Contact nominees to get permission to place name on ballot. If nomination is accepted, obtain professional background information from each nominee
 - Formulate slate of nominees and submit to the Board for approval no later than the March Board meeting, or March 15, whichever comes first
 - Contact Director of Admin/Membership to determine and verify the number of eligible voters.
 - Have ballots and candidate information prepared.
 - Provide bios to Website Editor to post on the website.
 - Email online voting link on or before April 1st. The voting period will be no longer than 20 days. Ballot tally must occur with at least two other members of Nominating Committee serving as Tellers. Votes occurring after April 21 will not be counted. Notify each candidate of election results for each office prior to the May Board meeting.
 - Submit an electronic report (refer to APPENDIX G) of the election results to the Board prior to the May membership meeting. Report should list all the participating members of the Nominating Committee and include numbers of ballots distributed, number of ballots returned, number of ballots disqualified, number of eligible ballots counted, and results of election. The actual count shall be included in the official report kept in the Chair of Nominating Committee file. All voting files shall be kept (6) months after the election in case of the need for a recount and kept 3 years for audit

purposes.