



NOMINATING COMMITTEE

ELECTION

Elected by the Chapter membership at the Annual Meeting. One member from each respective region will serve a three year term. The members will be elected on a rotating schedule.

COMMITTEE COMPOSITION:

- A. The Nominating Committee shall consist of three eligible members (one from each of the respective regions); one member shall be elected each year, at the Annual Meeting, who shall serve a term of three years or until the election of his successor.
 - a. West 2019 election (serve July 1, 2019 – June 30, 2022)
 - b. Middle 2020 election (serve July 1, 2020-June 30, 2023)
 - c. East 2021 election (serve July 1 2021-June 30, 2024)
 - d. This will continue on this rotating schedule.
- B. The senior member of the committee shall serve as Chairman (in the third year of his term).
- C. Any vacancies shall be filled by the Executive Committee until the next regular election at which time the vacant position shall be filled for the remainder of the term.

DUTIES AND RESPONSIBILITIES:

- A. Prepare a slate from the eligible Chapter membership of one or more candidates for the offices of President, Vice President, Secretary, Treasurer and Chief Delegate, as appropriate for the year, to be presented at the Annual meeting.
 - 1. Obtain consent of the nominees and inform them of the responsibilities of the office.
 - 2. Notify members of nominations at least thirty (30) days prior to the Annual Meeting by means of the Volunteer Voice and/or electronic means.

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- B. Prepare a slate of one (1) or more candidates, as appropriate for the year, for the Nominating Committee to be presented at the Annual meeting.
 - 1. Obtain consent of the nominees and inform them of the responsibilities of the office.
 - 2. Notify members of nominations at least thirty (30) days prior to the Annual Meeting by means of the Volunteer Voice and/or Website.
- C. Prepare a slate from the eligible Chapter membership of one or more candidates for Regional Delegate. Regional delegates will be elected at or prior to the Annual Meeting by the respective regional membership (West Region in uneven numbered years, East & Middle Regions in even numbered years.) Regional delegates will serve a two-year term. The Nominating Committee will coordinate and oversee the Regional Delegate elections.
- D. Prepare a slate of nominees for delegates-at-large to be elected at the Annual Meeting each year.
- E. Provide a list of nominees to the Executive Director and request that ballots be prepared and distributed to the membership at the time of elections, not to exclude electronic voting.
- F. Provide a report on nominees to the BOD at their meeting prior to elections.
- G. Introduce candidates at the Chapter meeting prior to elections.
- H. Confer with successor regarding outline of routine duties and transfer files.
- I. If needed, prepare an annual budget and submit to the Finance Committee/Treasurer.