

General Information

1. The nominating committee to consist of:
 - a. President Elect – non-voting
 - b. Past President – chair
 - c. 2 chosen by Current Board- *Current Board will make selection first*
 - d. 2 chosen by Immediate Past President
 - e. No less than two to be non-board members
2. The following positions are elected by voting membership to the Executive Board:
 - a. President Elect
 - b. 2 Vice Presidents – Positions specified by Incoming President
 - c. Secretary
 - d. Treasurer

Preparation

3. Immediate Past President to establish time line by November of each year*
4. Advertise on Website “Call to serve on Nominating Committee”
5. Announce opportunity to serve on the Nominating Committee at November and December Meeting

Call For Nominations

6. An email is sent to the entire membership announcing that nominations are open and providing a link to the website to download the nomination packet. This provides membership with the opportunity to nominate candidates for the Executive Board Positions.
7. The Incoming President submits her slate of candidates for the above positions and submits nomination forms to the Nominating Committee Chair

Selection Process

8. Candidate Interviews completed by Nominating Committee and candidates slated
9. Candidates are notified. If not selected, letter sent with the petition process & forms
10. Candidates are announced to membership & petition process opens. If a member petitions and meets all deadlines and requirements, she is added to the ballot. Petition process stays open for 25 days and is ONLY for those interviewed and not slated.
11. Email is sent to **Voting Members Only** with a link to an online ballot
12. Remaining Directors to be appointed by Incoming President based on board approved organization chart (See attached org chart)

*See attached timeline for the nominations to fill the 2010-2011 board term

Documents for the Nominating Process

- 1. Call for Nominations—Nomination Packet Includes:**
 - a. Cover Letter from Chair
 - b. Position descriptions & board responsibilities
 - c. Nomination form

- 2. Interview Process**
 - a. Copies of all Nomination packets to be distributed to Committee
 - b. Chair to review all candidates for qualification verification
 - c. Letter to candidates (Chair to create)
President-Elect Candidates to receive President and Past President Descriptions
 - d. All candidates to be interviewed with pre-set appointments
 - e. Interview form to be used to help establish uniform guidelines
 - f. Forms Attached

- 3. Notification**
 - a. Slated candidates to be notified – in writing by Chair
 - i. Candidates to submit Ballot Form for additional information that will be included on the online ballot
 - ii. Form Attached
 - b. Petition Information to be sent to all non-slated candidates
 - i. Only those interviewed and not slated may petition
 - ii. May petition only for position initially nominated
 - iii. Forms Attached

- 4. Ballot Process**
 - a. Online Ballots instructions attached