



Suggested Procedures for Nominating Committee

REMEMBER: Your job in presenting a slate of officers is very important - perhaps the most important single job of the entire year.

1. Committee elects own chairman. (Unless the unit bylaws state otherwise.)
2. Each member of the committee must be notified of all committee meetings.
3. Committee should check the unit bylaws as to the specific duties of each office to be filled.
4. Committee meetings should be conducted informally and democratically.
5. Members should be objective, impartial, and unbiased.
6. Committee should choose the person best qualified for a position.
7. Deliberations of the committee should remain confidential.
8. There is no line of promotion. Consider each potential officer in the light of his capabilities and what is best for the whole unit. (If any officer has served but one term and has done a good job, it is the courteous thing to ask if he wishes to continue, but NOT compulsory.)
9. A member of the nominating committee may be nominated for office. (This person should leave the room while his name is being discussed.)
10. Difference of opinion within the committee as to possible nominees should be settled by ballot.
11. Chairman makes all contacts unless it is otherwise agreed upon by committee or unless the chairman has clearly designated one other person (or persons) to do so.
12. Consent of each nominee must be obtained before placing his name on the slate of nominees.
13. Advance notice of the slate from the nominating committee should be given to the association according to your bylaws. Keeping your membership in the "know" promotes good public relations.
14. Committee is responsible for presenting a full slate of officers to the association. If a withdrawal from the slate occurs before election, the committee is responsible for presenting another name.
15. Chairman or a committee member delegated by the chairman presents the report to the association.
16. If an individual is not present at the meeting at which he is elected, the secretary of the association should be responsible for notifying him of his election. (This would mean the retiring secretary.)
17. The committee is automatically dissolved when the election is held.