

## **Nominations By A Committee**

Using a nominating committee to assemble a list of willing and qualified candidates for office can greatly benefit members when the time comes to select their leaders. If the committee does its job well, the membership can enjoy some basic assurance that the candidates nominated have at least expressed interest in the job, have agreed to serve, and are qualified for the offices for which they're nominated.

### **The Nominating Committee's Role**

The duty of a nominating committee is to find the best candidate for each office. The bylaws should not tie the hands of the committee to find more than one person to fill each slot; the committee should find the best candidate for each office. Persons serving on the committee can be nominated for office.

The secretary should give the committee a copy of the membership list, the bylaws, a description of the duties of each office, and the eligibility requirements. The committee must carefully review the eligibility requirements for each office and see that the nominees meet these requirements. If anyone is elected, and it is discovered after the election that the person is not eligible, ( they must be a member in good standing and hold a share ) the election of that officer is null and void. The committee then has to find a new nominee, and the members have to vote again.

The committee should meet, carefully review the membership list, and select the people who they think will do the best job in each office. A member of the committee should then be designated to call each nominee to see if he or she is willing to serve if elected. If someone is not willing to serve, the committee needs to meet again and find another candidate.

If no candidate is found, the committee can leave that slot open for nominations received seven days prior to the AGM or to be appointed by the newly elected board . Or, they can tell members publicly that they do not have a nominee for a certain office; this allows members to volunteer. No one should be nominated without his or her consent because, if elected, the person may decline to serve and members will have to hold another election.

### **A Nominating Committee's Report**

The report of the nominating committee is usually given under "special orders." When called on to give the report, the chairman of the nominating committee states the nominations for each office.

Chairman of Nominating Committee: Madam President, the nominating committee submits the following nominations: for president, Alex Shaw; for vice president, Bianca Fernandez; for secretary, Raymond Platt; and for treasurer, Donna Agnese.

Sometimes there is a split in the nominating committee over who to nominate. If a minority of the committee wishes to nominate someone else, the members in the minority can make the nomination when are taken up to seven days prior to the AGM..

As soon as the committee reports, it is discharged from its duties. Sometimes the committee is revived to make nominations to fill vacancies. After the committee reports, the chair states:

President: The nominating committee nominates Alex Shaw for president, Bianca Fernandez for vicepresident, Raymond Platt for secretary, and Donna Agnese for treasurer. Nominations are now open for submissions in writing to the secretary supported by three signatures of members in good standing upto seven days prior to the AGM. Are there any further nominations for president?

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