

## **RESPONSIBILITIES OF THE NOMINATIONS COMMITTEE**

Bylaws: ARTICLE X, Section 12

Chair - Appointed by the President

The Committee consists of a chair and the ten zone Nominations Chairs.

The function of this Committee is to nominate the slate of officers of the Association for the ensuing year and to present this slate to the Association's Annual Meeting.

The Chair shall have a slate of officers for the July meeting of the Executive Board. Present officers eligible to continue in office shall be surveyed no later than February 28th to ascertain their willingness or unwillingness to continue in office. Members of the Nominations Committee will be informed of the results of this survey and be reminded of any vacancies due to expiring terms of present officers.

The Chair shall write an article for the spring issue of *YORK STATE* informing the membership of the positions that need to be filled. The procedure for applying for an office shall be included in the article.

Although the activity of the Nominating Committee extends throughout the year, only one Nominations Committee meeting will be held at the time of the July meeting of the Executive Board Meeting. The Zone Nominations Chairs shall represent their Zones at the Nominations Committee meeting. If said person is unable to attend, the Zone President should appoint a substitute.

There is no adopted form of application for an office. An Association member seeking an elected office shall submit a complete resume along with a letter of intent. Each nominated candidate must have given approval for his/her name to be presented and be endorsed by his/her Zone Executive Board. Association members may submit supporting letters for the candidates. All materials including brochures, letters, awards, etc and any other documents in support of candidates applying, to be reviewed by the Committee, must be sent to the Chair on or before the published date established in June in order to be considered. No materials will be accepted after this date or at the time of the interview in July.

The Chair, in advance of the Nominations Committee meeting, will supply a resume of each nominee's qualifications and pertinent information to each member of the committee. Candidates shall be interviewed at the Nominations Committee meeting except those candidates who are eligible to continue in the office they currently hold. All decisions on nominees will be made by secret ballot at the time of the Nominations Committee meeting. Proceedings of all meetings of the Committee are confidential. Only the Nominations Committee Chair shall speak for the Committee.

Many Zones' Bylaws have in place the method of selecting their Zone Nominations Chair while others do not. Zone Presidents should consider when making

their appointments that the Zone Nominations Chair has an important role in determining who will be selected as nominees for officers of the Association.

Zone and unit Nominating Committee members should be alert to Association members who exhibit leadership qualities. The search for new, enthusiastic, capable leaders is essential to the progress of the Association.

Revised March 2009