

## **NOMINATING COMMITTEE PROCEDURES MANUAL**

### **PURPOSE OF COMMITTEE**

According to the By-Laws, Article VII, Section 2. The Nominating Committee shall consist of the chairperson, the vice president for admissions, vice president for registrars, and eight other members elected by the membership. The Nominating Committee for the subsequent year shall be elected from a pool of sixteen candidates proposed by the membership and/or selected by the current Nominating Committee. No later than ninety days prior to the Annual Meeting a ballot shall be mailed to each voting member containing the names of nominees for the subsequent year's Nominating Committee, with instructions for voting. Those ballots returned as directed within 30 days of the mailing shall be counted as valid ballots. The Committee shall make every reasonable effort to ensure the authentication and confidentiality of all ballots that are returned. In the case of tie votes, the Committee shall make the choice between tied candidates.

### **RESPONSIBILITIES OF THE CHAIR**

The Chair of the Nominating Committee reports to the CACRAO President. The person receiving the highest number of votes on the slate on nominating committee candidates is named Vice Chair and becomes the Chair for the following year. -The Vice Chair will serve in the absence of the Chair. The Committee Chair and Vice Chair positions are one year appointments. The Chair's responsibilities include:

- attending Executive Committee meetings
- submitting the committee budget request
- developing a slate of officers with committee
- providing timely information to the Newsletter
- holding elections
- attending the Annual Meeting

### **SPECIFIC DUTIES AND TIMETABLES**

**1.** Attend Executive Committee meetings that include all Committee Chairs.

**2.** A Committee must be selected and a roster must be prepared, sent to the CACRAO President, the Ex Officio, the Program Committee Chair, and the committee members prior to February 15. Name, title, institution, mailing address, telephone, and fax are required on the roster. E-mail or Internet addresses are of value on the roster.

**3.** Call a meeting in February or March if deemed necessary. The committee members should receive a letter with date, place, and time of the meeting, directions, and advance information about the issues to be discussed. The letter should be copied to the President - who should also be invited. The Chair should either designate a committee secretary or arrange for selection by the committee, not later than the first committee meeting. The secretary should maintain minutes and retain a copy for a working notebook, send a copy to

each committee member, the Newsletter Editor, and the President.

**A. Budget Preparation.** CACRAO's fiscal year is January 1 - December 31.

A budget must be prepared in January for the upcoming fiscal year. The Chair should take into consideration both income and expenses when preparing the budget. Great care must be taken to anticipate long-range committee activities, as well as to study expenditures from years past that, due to billing processes, may have been counted toward different fiscal years.

A proposed budget must be prepared and sent to the Budget and Auditing Committee, with a copy to the President, by March 1. The budget will be reviewed by the Executive Committee and the Nominating Committee Chair. Following the Executive Committee meeting, the Nominating Committee Chair will be notified of the amount of money appropriated for the Nominating Committee.

The Chair is responsible not only for preparing but also maintaining the committee's budget. This includes completing and submitting the appropriate forms to the CACRAO Treasurer for depositing funds, reimbursements, etc. The Chair must maintain accurate and up-to-date records.

Reimbursement for committee related expenditures must be submitted on a CACRAO Expense Voucher. The original and second copy of the voucher is sent to the CACRAO President. The third copy should be retained by the Committee Chair. It is important that the voucher be submitted as soon as possible following the expenditure.

**B.** Prepare an outline of committee goals for the upcoming year and forward to the President by February 15.

**C.** Additional committee meetings should be scheduled as needed.

**4.** The Chair will attend the February Executive Committee meeting and must submit a committee report, a budget proposal, and be prepared to report budget needs and committee plans.

**TIMETABLE**

<b>December</b>	Attend the Executive Committee meeting which is convened immediately at the close of the Annual Meeting.
<b>January</b>	Submit a Nominations Committee membership roster to President (Example A).
<b>February</b>	Attend CACRAO Executive Committee Meeting. Report on the activities of the Nominations Committee. Attend committee meetings as necessary.
<b>March</b>	Send written correspondence to Nominations Committee members regarding the committee's responsibilities and schedule a meeting_date for mid-May
<b>March/April</b>	Design CACRAO nominations card/form for upcoming vacant officer positions. Mail to the CACRAO membership to solicit nominations Get CACRAO membership labels and mail form.
<b>May/June</b>	Develop agenda for the meeting with the Nominations Committee. Meet with the Nominations Committee to develop slate of officers from

names which were received from mailing to the membership and/or develop a list of other names if necessary. At meeting, decide on the specific duties for which each individual committee member will be responsible and immediately follow-up with written response.

Appoint a vice chairman at this meeting.

**July** Attend committee meetings as necessary.

**August** Attend the third Executive Committee meeting and respond on the activities of the Nominations Committee.

**August/Sept** Send vitae on candidates who are vying the office to Newsletter Editor along with an article about the election process

**October/Nov** Send a final correspondence to all candidates regarding the election process. Notify all Nomination Committee members of the time and date for committee meeting to be held on Sunday at the start of the Annual Meeting.

Print ballots and information sheet on candidates for distribution .

Print voting Cards to be disseminated in packets at the Annual Meeting.

**December** Meet with committee members at Annual Meeting as necessary.

Present/introduce candidates at the opening session who are running for office, explain election procedures. Distribute, collect and count ballots at the breakfast business meeting during Annual Meeting.

Introduce and install new officers.

**5. NEWSLETTER.** The Chair should submit articles on the committee's activities, as appropriate, for inclusion in the newsletter. The Newsletter Editor will notify the Chair of the deadlines for each edition.

**6.** Copies of all correspondence must go to the President. In addition, send copies of correspondence to appropriate Executive Committee members or committee chairs who may be affected.

**7.** Utilize Bulk Mail for any mailing of over 200 pieces. You must allow 2 weeks for delivery. CACRAO stationery, envelopes, and CACRAO membership mailing labels may be requested from the Chair of the Ad Hoc Directory Committee.

**8.** Prepare an annual report and submit to the President by November 15. At the same time, submit updates to this procedures manual.

**9.** Attend the Annual Meeting and all Executive Committee Meetings. Hold a final committee meeting. Present an annual report to the membership at the business meeting. Hold manual.

**10.** Send thank you notes to committee members immediately after the Annual Meeting.

**11.** The outgoing Chair will give all minutes/working notebooks, records, etc. to the new Chair by January 1. (The new Chair will receive a procedures manual from the new President.) The outgoing Chair is encouraged to be available as needed to respond to

inquiries from the new Chair.

Updated January 17, 2006