



The Nominating Committee Procedures & Information

The nominating committee is one of the most important committees in your unit. It's important that it include experienced on-going leadership as well as newer members.

The nominating committee should not be appointed by the President, but should be elected by the members. Members of the committee need to be members in good standing in their unit.

The committee's major responsibility is to nominate the best qualified candidate(s) for each office. The committee should ask for recommendations, but is not obligated to select nominees only from recommendations; they should seek out members who would best serve the organization. Remember that the nominating committee should meet in private and that all discussions should be considered strictly confidential.

The nominating committee must be prepared to give the potential nominee a fair estimate of what is expected of the office and the amount of time that it might involve.

The nominating committee is expected to give a written report and present this report, just prior to the elections.

If the nominating committee is unable to fill a position, it reports this fact and then nominations from the floor are in order.

Remember that every qualified person has the right to be nominated from the floor in the event she wants to run for an office and is not on the slate of candidates offered by the nominating committee. The choice of who is elected rests with the membership.

Please check the Suggested Unit Constitution and Bylaws for when elections must take place for Unit, County and District Officers.

If there are questions, help is available from the Suggested Unit Constitution and Bylaws, Roberts Rules of Order, your Parliamentarian, the Certified Leadership Instructors, Past Department Presidents and of course the Department Office.

The committee's work is completed when its report has been presented to the membership and the election has been held.