

NOMINATING COMMITTEE

The Nominating Committee and its membership is defined in the Constitution, Article VIII, Section 1. The Chairperson is usually the Immediate Past President. The Executive Board elects one of its members to the committee. The previous Chairperson may be asked to serve as a consultant to the newly formed committee.

The Committee should have a preliminary meeting at the fall Annual meeting. The Committee then begins to solicit nominees for President-Elect, Vice President, Recording Secretary, Treasurer (every other year), and the four Level Representatives: Elementary, Junior High, Senior High, and College.

Additional Committee meetings may be held as necessary. Relevant pages from the Executive Handbook should be forwarded to each nominee who has been selected by the Committee and who has agreed to be a candidate.

A complete slate of candidates should be presented at the next Executive Board after the annual meeting (approximately one year after the committee was formed) and to the Assembly at its next meeting.

Once the slate of candidates is complete, the Chairperson must collect data and photos for the **Journal**. Use a previous edition with nominees as an example. Be sure to include data for the President, who was elected the year before, and for Corresponding Secretary (who would be appointed by the incoming President). This material should be sent to the **Journal** Editor by June 1.

The election process takes place in the fall at the Annual General Business Meeting. Before the vote, additional nominations may be made from the floor.

The election is the conclusion of the two-year duties of the Nominating Chairperson.

Note: If for any reason a nominee declines subsequent to the formal presentation of candidates to the Executive Board, the Committee will find a replacement candidate. This candidate will be included on the slate of nominations presented for election at the Annual General Business Meeting. Information about the new candidate may be presented at this time and included in a future issue of the **Journal** which contains the report of Annual Meeting activities.