

## Nominating Committee

1. **Purpose:** The Nominating Committee shall solicit and select candidates to run for elective office, compose the ballot, count returns, and report election results to the Executive Board and to the membership at the Annual Meeting. The Nominating Committee will also solicit nominations for the annual SGA Fellows Award, appraise nominations, work with current Fellows to enable them to appraise nominations, report final slate of candidates to the Board and call for the Board vote, and present the new Fellows Awards at the Annual Meeting.
2. **Composition and Membership:**
  - A. The Past President serves as chair of the Nominating Committee.
  - B. The Committee is administered by the Chair and composed of two additional members that are elected by the membership. No currently serving member of the Executive Board, whether in an elected or appointed position, shall also be an elected member of the Nominating Committee.
  - C. No member of the Committee may be a candidate for office in the elections managed by that committee.
  - D. No member of the committee may be nominated for the Fellows Award during the year in which they serve.
  - E. The Chair reports directly to the Executive Board.
3. **Responsibilities - Elections:**
  - A. Selects a slate of candidates to present for membership vote.
  - B. Provides information about the slate of candidates for the ballot.
  - C. Prepares and circulates the ballots to the SGA membership.
  - D. Tallies the results of the election and reports the election results at the annual Business Meeting.
4. **Procedures - Elections:**
  - Officers and Terms**
    - A. The Nominating Committee shall consider candidates for the following offices:
      - Vice President (president elect) - to serve a one-year term as vice president, a one-year term as president, and a one-year term as past-president;
      - Secretary - two-year term elected during even-numbered years;
      - Treasurer - two-year term elected during odd-numbered years;
      - Archivist - two-year term elected during even-numbered years;
      - Director - one director is elected each year to serve a two-year term; and
      - Nominating Committee members - two are elected each year, each to serve a one-year term.
  - Criteria for Candidates**
    - B. All candidates must be members of the Society. This may be determined through consultation with the Administrative Assistant.
    - C. The Nominating Committee shall have a goal of developing a ballot balanced in various aspects including lengths and types of Society experience, of geographic location, and of types of institutions represented.
  - Recommendations, Consultations, and Nominations**
    - D. The Nominating Committee shall solicit recommendations for nominees from the membership using such means as announcements at Society meetings and in the SGA Newsletter, listserv, and webpage.
    - E. The chair shall establish a tentative timetable, working backwards from the date of the annual meeting; taking into account special events and other things that will affect the timetable; and consulting with other Board members as necessary.

- F. The chair shall provide the committee members with copies of the Guidelines for the Nominating Committee, and tentative timetable for Nominating Committee activities.
- G. Nominating Committee members shall consult prior to contacting potential candidates, and shall consult regularly as candidates are contacted and nominations are accepted or declined. Each member of the committee shall be consulted in person, by phone, or by electronic mail, etc.
- H. The Nominating Committee shall develop a list of possible candidates and shall discuss specific candidates for specific offices.
- I. Any member of the committee may contact a possible candidate with the prior agreement of the committee.
- J. Any candidate contacted must be fully informed of the duties of the office for which he or she is nominated and of the potential time and travel requirements for that office, including attending Executive Board meetings.

**Timetable for Ballots**

- K. The ballot shall list at least two candidates for each office (four candidates for the two Nominating Committee positions), and space for write-ins.
- L. Ballots shall be provided online or mailed to the membership at least thirty days prior to the date on which the Annual Meeting begins.
- M. The Nominating Committee shall establish a deadline for the receipt of returned ballots, and this deadline shall be clearly noted on the ballot. Ballots received after this deadline shall be considered invalid. Ballots shall be cast online or returned to the official address of the Society.

**Counting of Ballots**

- N. Ballots shall be counted by the online ballot administrator and/or the Nominating Committee as soon as possible following the deadline.
- O. A simple majority of votes cast for each office is required for election. In the case of the Nominating Committee, the two candidates receiving the highest number of votes will be elected.
- P. If a ballot contains more than the allowable number of votes for any office, no votes shall be recorded for that office from that ballot.
- Q. Any election difficulties or ties shall be resolved at the annual Business Meeting by a majority vote of the members present at that annual Business Meeting.

**Notifications and Announcements**

- R. All Nominating Committee members shall be notified of the election results.
- S. Each candidate shall be contacted by a member of the Nominating Committee prior to the annual Business Meeting and informed of the results of the election for the office for which he or she was nominated.
- T. The chair or a member of the Nominating Committee shall make a report at the annual Business Meeting announcing the names of officers elected.
- U. The chair of the Nominating Committee shall provide the names and contact information of newly elected officers to the Secretary.
- V. Names of newly elected officers shall be announced in the issue of the SGA Newsletter that is published following the Annual Meeting.

**5. Responsibilities - Fellows Award:**

- A. Solicits nominations of candidates beginning early in the calendar year; establishes appropriate deadline for receipt of nominations.
- B. Ensures that current guidelines regarding the nomination and appointment of Fellows are followed.
- C. Determines eligibility of each Fellows nomination.

- D. Arranges and plans for a meeting of current Fellows to take place in May or early June. The current Fellows make recommendations regarding the nominations to the Chair of the Nominating Committee after this meeting.
  - E. Presents final list of candidates to the Board via email or at the summer Board meeting; calls for a Board vote on the candidates.
  - F. Once the Board vote has taken place, contacts new Fellows and their employers and nominators with letters of congratulations.
6. **Approved by the Executive Board: October 12, 2010**