

## Nominating Committee Chair Job Description

(9/2021)

The nominating chair and one to two members (appointed by the president) are responsible for canvassing members who are willing to serve as part of the new slate of officers to be presented at the February meeting.

### Responsibilities:

- Upon agreement by the nominating committee, the slate is read at both the February Board meeting and the February General Meeting.
- At the March meeting, the Chair announces her committee and presents the slate to the membership.
- At this point, the president asks if there are any nominations from the floor. If there are no further nominations, the president asks the recording secretary to cast one ballot for the slate as presented. Following the recording secretary's vote, the club members who are present then vote.
- If there are nominations from the floor, there must be a second for the proposed nominee from the floor. A vote must be taken to allow that name to be added to the slate, and then a separate vote for that office is taken between the nominees.
- Officers are elected by a majority vote of those present at the March meeting and become effective at the June meeting.