

## **Nominations Committee**

Changes to this policy can only be made by the Chapter Board of Officers, as defined in the Chapter Bylaws.

### **PURPOSE**

This policy outlines the structure and responsibilities of the Nominations Committee to ensure a fair and transparent process for the nomination of candidates for leadership positions.

### **POLICY**

#### **Section 1 – Establishment of Nominations Committee**

- 1.1 The Nominations Committee is established to oversee and facilitate the nomination and election process for leadership positions within North Carolina APCO.
- 1.2 The Nominations Committee shall be chaired by the Immediate Past President.

#### **Section 2 – Committee Composition**

- 2.1 The Nominations Committee shall consist of a minimum of four members, with the Immediate Past President serving as the Chair to include three members who have previously served on the North Carolina APCO Board of Officers.
- 2.2 Any additional members shall be selected by the Immediate Past President in consultation with the current Chapter President.
- 2.3 The Immediate Past President may consider factors such as diversity of experience, technical expertise, and representation from various regions within the state when selecting additional committee members.

#### **Section 3 – Responsibilities of the Nominations Committee**

- 3.1 The Nominations Committee is responsible for ensuring that all candidates meet the eligibility criteria as defined by the Chapter Bylaws.
- 3.2 The Committee shall actively seek input from the membership to identify qualified candidates for leadership positions through a transparent and inclusive process.
- 3.3 The Committee will administer the nominations process, including the collection of nominations from the membership, verification of candidate eligibility, and the creation of the final list of candidates.
- 3.4 The Committee shall maintain open and clear communication with the Chapter membership throughout the process, providing regular updates on timelines, procedures, and opportunities for member input.
- 3.5 Committee members must disclose and recuse themselves from discussions or decisions related to any potential conflicts of interest regarding all nominees.