

WWN Policies and Procedures Manual
Section 23
Nominating Committee
March 24, 2026 Rev 3

Duties, Policies and Procedures Pertaining To: Nominating Committee

Nominating Committee Organization

- The Parliamentarian is the Chairperson of The Nominating Committee.
- If the Parliamentarian isn't available, the President shall appoint any member in good standing.
- Normally 4 more members assist with the committee tasks.
- These procedures further define the Nominating Committee Chairperson's duties and are used when recruiting new Board officers and Chairpersons for the new fiscal year.

DUTIES

1. Committee Members

- a. Generate a list of potential officers for the upcoming year (see the By-laws and/or Policies and Procedures manual for officer tasks).
 - 1) The officers are President, Vice-President, Secretary, Treasurer, Parliamentarian and Auditor. The President, Vice-President, Secretary and Treasurer are elected by the Board of Director. At least one nominee must be found for each office.
 - 2) The two remaining officers are Parliamentarian and Auditor, appointed by the President and approved by the Board.
 - 3) Parliamentarian - If the immediate Past President is unavailable to serve as Parliamentarian, then the President shall appoint as Parliamentarian a member who is familiar with the past actions of the Club, Policies and Procedures, and some parliamentary law as defined in Robert's Rules of order.
 - 4) Auditor - The President shall appoint as Auditor a member who is familiar with conducting an examination of the Club's financial records to check for accuracy.
- b. A list of the Club membership, sorted by entry date, will be useful in choosing potential officers/committee Chairpersons.
- c. Announce the nominating process is taking place and ask for volunteers at a General Meeting.
- d. One of the Committee members is assigned to contact directly, or by phone, each of the potential nominees to see if they will accept the nomination.
- e. To find more potential nominees, the committee members may split up the membership list and each contact those assigned to see what jobs they might wish to perform.
- f. Include all committee Chairpersons in the potential volunteer positions. If this committee does not find volunteers, the new President Elect will have to scour the membership by himself/herself to fill those jobs.

2. Chairperson:

- a. Preside over the Nominating Committee and support the other members in the tasks.
- b. In March announce progress in filling Board positions.
- c. Present the nomination list to the Board members at the April Board meeting and preside over the election process at that meeting.
- d. One at a time, for the offices of President, Vice-President, Secretary & Treasurer:
 - 1). State the office and the nominee's name, then open further nominations from the floor.
 - 2). If there is only one nominee for a position then state, "The Chairperson will accept a motion to unanimously elect _____ (name) as _____ (office) of the Josephine County Western Welcome Newcomers for the _____ fiscal year." Once the motion has been made ("So moved."), seconded, and verbally voted upon, restate the office election results.
 - 3). If there are multiple nominations for a position, ask all nominees to leave the immediate area for the election. Present the office and nominee names to the members, ask for discussion (one person should be previously assigned as chief advocate for each nominee) starting with the chief advocate for each nominee. Ask for a hand vote for each nominee in turn and tally the results. If there is any potential question of the results, or someone asks for it, a written ballot should be used, at the discretion of the Chairperson.
- e. At the April General Meeting, announce the new Officers-Elect to the membership. Allow the President Elect to make a statement.
- f. At the May General Meeting the incoming President should introduce the new Board. The new Officers' names and Board members' names should be published in the Newsletter the end of May.

NOTE: The WWN BOD must approve any changes to this document. To change the document either submit your proposed written change(s) to the Policy and Procedure Chairperson, who will submit the written change(s) to the BOD, or you may submit the proposed written change(s) to the BOD.

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Following is a list of all activities for which Chairpersons are needed:

Activities	A Chairperson to plan and/or recruit others to host parties, picnic and events.
Book Club	Organize Book Club events.
Bowling	Organize Bowling events and provide information for the newsletter.
Calendar	Tracks scheduled events to avoid conflicts.
Cards	Organize events for playing cards.
Crafts	A talented crafts person to plan or recruit hosts to plan crafts events.
Data Base	Updates membership list and distributes to Webmaster, President, and Membership Chairperson. Prints Newsletters and labels.
Dominoes	Organize events for domino players (Mexican Train).
Greeters/Hosts	Arrange for Greeters to greet and welcome members and guests as they arrive at General Meeting. Helps guests understand WWN.
Let's Eat Out	Organize afternoon or evening events.
Lunch Bunch	Organize lunch activity events.
Membership	Collects dues, provides applications and badges to new members.
Newsletter Editor	Formats information and ads received from committee Chairpersons and members, using Microsoft Publisher, which is provided by WWN for producing a monthly Newsletter.
Newsletter Distribution	Responsible for mailing and emailing Newsletters to membership and providing them to members who pay extra for them or to those who don't have Internet and are unable to receive them via email.
Policy and Procedures	Maintains Policy & Procedures Manuals (1) and external thumb drive containing all policies and procedures and changes for Board decided changes to the By-Laws/Constitution.
Publicity	Places notices in appropriate venues.
Ways and Means	Conduct 50/50 drawings at meetings & events. Plans Auction.
Webmaster	Updates miscellaneous items to WWN Website, including the Newsletter.