



# Nominating Committee Guidelines

Procedure #: ADM002

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**Purpose:** This procedure provides guidance for the nominating committee for selection of candidates for officer and director positions within the National Walking Horse Association. Using these guidelines, the committee will compile a slate of nominations for consideration to election by the Members for the offices of President, Vice President, Secretary, Treasurer, and for each Director position currently open.

**Scope:** This procedure applies to all personnel who are selected to the nominating committee of the National Walking Horse Association.

## Responsibilities:

<b>TITLE</b>	<b>Description</b>
<b>President</b>	The President appoints a 5-person nominating committee by November 1 of each year.
<b>Directors</b>	Directors from each Region recommend at least 3 possible nominating committee members to the President during September/October.
<b>Nominating Committee</b>	Select personnel who would agree to serve and who meet required qualifications to serve as officers and directors of NWHHA.
<b>Nominees</b>	Complete application completely and truthfully.

## Definitions:

<b>Word</b>	<b>Definition</b>
<b>Nominating Committee</b>	An NWHHA Committee/Task Force consisting of five members (not more than one member shall come from any one state and not more than three members from any one region) who are appointed by the President as stated in the Responsibilities Section.

**Application:** See “NWHHA Board of Directors/Officer Application” Document

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## **Procedure: General Guidelines for the NWAHA Nominating Committee**

- 1) Nominees must file a written application with the Nominating Committee by **October 15** of the election year.
- 2) Nominees must meet all qualifications.
  - a) Qualifications of Board Nominees include:
    - 1) Nominee must have been an NWAHA Member for at least the two (2) previous consecutive calendar years and must not live in the same household and/or be an immediate family member of a current NWAHA officer or Board Member.
    - 2) Nominee must have exhibited a true commitment to sound horses and ending the abuse associated with Walking Horses and other gaited breeds and be able to present evidence of such; nominees having a violation involving sensitivity, scarring, lameness or bad image within the last five years will be considered ineligible for director positions.
    - 3) Nominee must have ability to lead, listen, reason, research and make decisions to further NWAHA's mission.
    - 4) Nominee must be willing to follow the direction of the Board even if they may not agree with the final decision of the Board.
    - 5) Nominee must agree to the commitments associated with being a Board Member and sign the application as such.
    - 6) Characteristics of Board Members must include: honesty, integrity cooperation, loyalty, open mindedness, high moral values, and dependability.
    - 7) Nominee must reside in area where the open position exists.
    - 8) Nominees who exhibit specific interests that are needed on the Board will be given preference by the Nominating Committee so that all areas of interest are represented (i.e. trail, show, versatility, etc.).
    - 9) Recent experience on NWAHA committees will weigh heavily in the selection process.
    - 10) Nominees for officer positions must have first served on the NWAHA Board of Directors. (Note: Any person who served on the NWAHA Board prior to 2006 will be considered as having this experience regardless of amount of time served on the Board.)
- 3) If all qualifications are met, candidates will be considered by the Nominating Committee for all open positions in their geographic area. The Nominating Committee will propose a slate of directors and officers to the membership by January 1 of each year. The ballot will contain write-in spaces for candidates.
- 4) The Nominating Committee shall notify all applicants of the contents of the slate as soon as the slate is decided but no later than three (3) weeks prior to the mailing of the ballots.

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