



Nominating Committee Standard Operating Procedures

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 (NC) of the National Walking Horse Association (NWHHA).

Responsibilities:

Title	Description
President	The President appoints a 5-person nominating committee by October 15 of each year.
Directors	Directors from each Region recommend at least 3 possible nominating committee members to the President during September/October.
Nominating Committee	Select personnel who would agree to serve and who meet required qualifications to serve as officers and directors of NWHHA
Nominees	Complete application completely and truthfully

Definitions:

Nominating Committee The NC consists 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 above.

Procedure: General Guidelines for the NWHHA Nominating Committee

- a. Nominees must file a written application with the NC by October 15 of the election year
- b. Nominees must meet all qualifications.
 - i. Qualifications of Board Nominees include:
 1. Nominee must have been an NWHHA Adult Member for at least three (3) consecutive calendar years and must not live in the same household or be an immediate family member of a current Board Member or Officer
 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/officer positions.
 3. Nominee must have the ability to read, listen, reason, research and make decisions to further NWHHA'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 indicating their commitment.
 6. Characteristics of Board Members must include honesty, integrity, cooperation, loyalty, open mindedness, high moral values, and dependability.
 7. Nominee must reside in an area where the open position exists.
 8. Nominees who exhibit specific interests that are needed on the Board will be given preference by the NC so that all areas of interest are represented (i.e. trail, show, versatility, etc.)
 9. Recent experience on NWHHA Committees will weigh heavily in the selection process.
 10. Nominees for officer positions must have served on the NWHHA Board of Directors
 11. Nominees must have had no prior infractions of rule violations (HPA, NWHHA, etc.) or evidence of disciplinary actions or concerns in their files.
- c. The NC will check and verify all qualifications are met for the nominees. The Nominating Committee will then propose a slate of directors and officers to the Board of Directors (BOD) for review and approval.
- d. After review and approval by the BOD, the slate will be provided to membership by December 1 of each year. This slate will consist of no more than three (3) names per vacant position.
- e. The NC shall notify all applicants of the contents of the slate as soon as the slate is decided by no later than one (1) week prior to the mailing of the ballots.

SOP: Revisions 06/11/13, 2/1/2022, 2/1/2024
