



Nominating Committee Standard Operating Procedures

Purpose: This procedure provides guidance for the Nominating Committee (NC) 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 (NWHHA).

Responsibilities:

| Title | Description |
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| President: | The President with the Executive Committee (EC) appoints a 5-person nominating committee before October of each year. |
| Directors: | Directors from each Region recommend at least 3 possible nominating committee members to the President during September. |
| Nominating Committee: | Evaluates applications submitted by members who request to serve as officers or directors of NWHHA and meet the required qualifications. |
| Nominee: | Complete application accurately and truthfully. |

Definitions:

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| Nominating Committee: | The NC consists of five members. No more than one member shall come from any one state and not more than three members from any one region. One of the five members shall be appointed by the Executive Committee as chairman and shall have the same committee voting privileges as the other four members, who are appointed by the President as stated in the Responsibilities Section above. |
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Procedure: Selection Guidelines for the NWHHA Nominating Committee

Nominees must file a written application with the NC **prior to October** of the election year and must meet the following Qualification.

1. Nominee must have been an NWhA 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. Nominees 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, scaring, 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 NWhA'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. Nominees must agree to the commitments associated with being a Board Member and sign the application as such indicating their commitment.
8. Characteristics of Board Members must include honesty, integrity, cooperation, loyalty, open-mindedness, high moral values, and dependability.
9. Nominee **must** reside in an area where the open position exists.
10. 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.)
11. Recent experience on NWhA Committees will weigh heavily in the selection process.
12. Nominees for officer positions must have served one (1) full three (3) year term on the Board of Directors.
13. Nominees must have had no prior infractions of rule violations (HPA, NWhA, etc.) or evidence of disciplinary actions or concerns in their files.
14. The NC will check and verify that 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.

After review and approval by the BOD, the slate will be provided to membership by December of each year.

The NC shall notify all applicants of the contents of the slate as soon as the slate is decided, no later than one (1) week prior to the mailing of the ballots.

