

NOMINATING COMMITTEE

Policy defined in Guild By-Laws

The Committee will be composed of three primary and two alternates to be appointed by the Board of Directors at the October Board Meeting. The Vice President will telephone all five members to advise them of their selection. Per ROBERT'S RULES OF ORDER, this is one committee "the President shall not appoint nor be a member of, ex officio or otherwise". Members of the Nominating Committee are not barred from becoming nominees for office themselves. The Nominating Committee appoints its own chair and complies with general guidelines for committee chairs.

PROCEDURES

- The Nominating Committee contacts each Guild member by phone seeking nominees for office.
- The Nominating Committee contacts each nominee to obtain acceptance of the nomination.
- As stated in the Guild By-Laws, the Nominating Committee brings a slate of officers (President, Vice President, Treasurer, and Secretary) to the January meeting for presentation to the membership. No officer may serve more than two (2) consecutive terms in a specific office unless an office cannot be filled. With the approval of the Board, the current officer may run for an additional term not to exceed a total of 4 consecutive years. The President and approval of the Board of Directors shall fill unexpired terms to their expiration date through appointment.
- Nominating Report: The chair formally presents the report as follows:
"Madam President, the Nominating Committee submits the following nominations:
For President... For Vice President... For Treasurer... For Secretary..."
- After the Chair of the Nominating Committee has presented the report to the membership, the President will call for nominations from the floor three (3) times for each office. If there are no nominations from the floor prior to the election or should a floor nominee decline, the slate can be accepted by acclamation.
- The Nominating Committee is automatically discharged when its report is formally presented, but may be recalled should one of the nominees withdraw before the election.

Reference: *Robert's Rules of order 2001*

Note: The Nominating Committee is a sub-committee of the Parliamentarian.