



AMERICAN
ASSOCIATION OF
UNIVERSITY
WOMEN
NEW YORK STATE

Nominating Committee

Handbook

This document is an insert to the AAUW NYS working rules. The procedures within may not be changed without permission of the Board of Directors. This notebook is the property of the AAUW NYS Board of Directors and should be returned to the incoming Nominating Chair or the President at the post-convention board meeting.

Passed April, 2007

GETTING STARTED

ASAP after your election by the NYS Board:

FYI – Elected in even years:

President Program VP EF VP

Elected in odd years:

Membership VP LAF VP Secretary/Bylaws Treasurer

REMEMBER – two candidates from the same branch may not be elected in the same year. (However, they could run for the **same** office since only one could be elected.)

1. **Prepare** a short “Call for Nominations” article for publication in the summer Focus and send to the Focus editor by the deadline. Deadline is very soon (possibly May 1st) See samples.
2. Use the President’s egroup to **notify branches** of the Offices you are recruiting for and how to contact you with suggestions.
3. **Send the presidents** an application form and the appropriate job overviews (email or mail), and where to get it from the website, suggest the branch discuss it at their summer planning meeting.
4. Be sure to send this to presidents **May/June** so you get them at least thinking about it before being off for the summer.
5. **Get the names and contact information** of the District nominating team members and alternates from the President or District Director.
Don’t forget the Board members of the team.
6. Work with the communications Director to **set up** a Nominating Team egroup for Board representatives, District team members and alternates.
7. **Send a brief message** asking them to begin thinking about potential candidates and talking with the branches in their district. Send Job Overview for appropriate positions.
8. Have the Communications Director or website manager **post** the appropriate job overviews and the application on the website.
9. Begin **preparing materials** to put in a packet for team members that you will distribute at the summer board meeting. See sample. (Keep receipts for phone calls, duplicating etc.)
10. **Communicate** with the team to let them know that attendance at the summer board meeting is imperative. If you find out someone is NOT attending, inform the President ASAP. This should move the alternate into the voting position and the president appoint a new alternate. If you discover that an alternate is not attending the president should appoint a new one. Travel expenses only are covered for each of them.

BEFORE THE SUMMER MEETING

1. **Assess the current board** and executive committee for district representation. Note under-represented districts for each.
2. **Check the status** of the outgoing officers to see if they qualify for another term. This will save you time should the team decide to ask them to run again. They may NOT run again if:
 - a. They have served a total of 8 consecutive years on the board in any capacity.
 - b. They have served two consecutive terms in the same office.
(Note – they could run for another office if they have not met (a.) above.)
3. **Check** with the president to see that a room is secured for the team meeting and that sufficient time is given to do the work. A minimum of 1 ½ hrs. will be needed.
4. **Send an email** (see sample) to the team telling them how important their work is and what needs to be accomplished at the summer meeting. Send Nominating Committee meeting time and place as soon as the president has made that decision.
5. It might be helpful to **send some materials ahead** of time so the team can read them and be thinking. Committee job responsibilities, confidentiality, copies of Executive Committee responsibilities, job specific officer duties and copy of application. (All can be sent email) Time at this meeting flies – you will have to be a strict facilitator to get things done.
6. Make up an **agenda and finalize materials** for the summer meeting.

Agenda -- The Summer Meeting

Introductions – Name, branch, District

Goal of the Nominating Committee – Select a slate of officers to be presented by the Chair at the Fall Board meeting for election at the next convention.

Which Offices this year?

- Assess Current Office Holders
- Underrepresented Districts

Criteria for Positions

Brainstorm Candidates

Who will contact - Obtaining permission

Calls to branch Presidents for suggestions

The application and endorsements

What's Next?

Deadline for applications – Received by October 15th

Distribution of applications and endorsements – alternates will receive material but not have a vote

Deadline for decision _____

Positions filled by _____ for presentation to the Board.

If this is complete then your job is done! (Unless the sole candidate that the committee has deemed qualified drops out before the convention. In that case the committee is revived and the process begins again for that position.)

The Chair is responsible for everything from here on.

THE SUMMER MEETING

Use **the agenda** provided or make one of your own.

On the Potential Candidates page:

D# - means what district are they in

A “slate” of officers means that decisions will be made about the BEST person for the job. When one person agrees to fill the position you can stop making calls to other potential candidates for that office. If you receive applications from the membership then the team will be asked to give their opinion on the BEST candidate. If a decision cannot be reached then you may want to put forward both names for that office.

You may want to **bring** any lists of AAUW names you have available. This might be convention attendees, past or present, old and current directory, and attendees at Delta Lake Conferences etc.

Brainstorm means exactly that – let each person put forward names they are thinking of. Do not let this get out of hand; state the rules at the beginning:

1. Just give the name with no explanation other than the branch/district they are in and the position they might be suited to, if they wish.
2. No comments by others about the name should be permitted at this point.

The assessment process: Begin with requirements for Board members and eliminate those that do not fit. Especially look at the TIME commitments. Then move on to specific characteristics and skills of office. (Try to cut off long stories about “branch happenings” or any personal attacks.)

Try to cut off any conversations that are not pertinent to the job at hand. The more time wasted, the more the CHAIR has to do herself later on.

After eliminating some names or coming up with new ones, try to get a feel for whom to ask first for each job. You may use any acceptable method; consensus or some sort of voting. **Again remember, no two candidates for different offices from the same branch.**

If names are not forthcoming – Ask them to continue thinking about potential candidates and have ready the contact information for each branch president in each district. Hand them to the District members with directions on what to do and ask them to contact the branches for suggestions. See sheet provided.

Determine who will make contacts with the potential candidates. Some Chairs prefer to do this all themselves. Some wish that a team member who knows them well did some of it. Think about this ahead so you can forward the method YOU are most comfortable with. Many chairs feel the need to know that the potential candidates were properly informed.

If potential candidates are in attendance at the conference: The appointed team member/chair should find a time to sit down with each to discuss the position. Have available the Job Description brochure and application to give them if they will consider the job. Let them know that they can contact you with questions. Remind them of the deadline for application and endorsements and encourage them to get them in ASAP.

If you do not have candidates for all positions when the meeting ends or you need more time for assessment, see if you can schedule another session during the weekend. Sometimes after the dinner meal or early morning is best.

If you do not have potential candidates by the end of the weekend; see “candidates not forthcoming” above.

Remind the team before they leave about confidentiality and your expectations once they arrive home. Ask them to keep in touch: ask questions, make suggestions etc.

Responsibility and Confidentiality

Team Members and Alternates

Responsibilities

Check email periodically for communications from the Chair/Team and **respond appropriately**. Your job begins the day you are elected.

Attend the Nominating Team meeting held during the weekend of the AAUW NYS **Summer Board Meeting**.

Brainstorm names of individuals that would be acceptable officers and make contacts if asked by the Chair.

Keep all communication confidential.

Express opinions, ask questions and participate in discussions. Your input is necessary.

Team Members Only (not alternates)

Contact branches/branch Presidents in your District (if necessary) to ask for potential candidates, trying to balance the District representation on the Board/executive committee when possible.

In cases of more than one applicant for the same position, use the materials available to **rate the candidates in a fair and unbiased manner**.

Check email regularly and respond in a timely fashion. **Read materials** sent ASAP and prepare for the next step.

Confidentiality

Members and alternates of the Nominating Team **will hold all communications in the strictest of confidence**. Names of Applicants, who has sent endorsements, who was asked but declined, what actions have been taken etc. will not be shared with anyone but other members of the team. Branch members or applicants, even of your own branch, should not be privy to **any** of this knowledge. The membership must view the members of the team as being above reproach. Even innocent remarks may appear to be prejudicial. A fair election is the right of the membership.

POTENTIAL CANDIDATES

Current Office holders are:

Elect in Even

D#

President –

Program -

EF -

Elect in Odd

D#

Membership –

LAF –

Secretary/Bylaws –

Treasurer –

Will we ask any to serve again?

Brainstorm names for the offices

Keeping in mind the characteristics, skills and time commitment the jobs take, weed out the list above:

- Strengths and weaknesses
- Modify the list – assign someone to contact potentials
- What order do we prefer they be asked in?
- Who will do the asking?

MAKING THE ASK

- 1) **Introduce yourself** as an AAUW member serving the state as a member of the Nominating Committee.
- 2) **Tell them** that (we/you/the district) have considered them a valuable member of AAUW and wish them to consider serving the state as an officer. Tell them the position you wish they would consider.
- 3) It is always good to **give them some of the characteristics** you have identified in them that led to this conclusion.
- 4) **Discuss or read** the duties they will incur in being elected.
- 5) Please **stress** the importance of taking this responsibility as an important job. Do not tell them “there is not much work” or “it’s only three meetings a year”. Being an officer takes considerable time. If they do not have it to give, please understand and move on. We have found officers that are “forced” do not work out well.
- 6) If they want to consider it, tell them how to find the information on the website, **application and job overview**. Or tell them you will send them a copy by email/mail if they wish. Stress all materials must be received by the **October 15th deadline**. Thank them for considering the position.
- 7) If they say yes, **obtain their permission** to place their name on the nominations list for the specific office. Tell them you (or the chair) will be sending them an application an instruction sheet and the Job overview. Ask if they prefer email/mail for this.
- 8) **Remind them** that endorsements may come from the branch or any AAUW NYS member and may be submitted by mail, or electronically. Thank them!!!

For more information or questions:

Contact:

APPLICATION INSTRUCTIONS

Filing your application:

- Please print legibly or fill in the application form on the computer. You can download it from the AAUW NYS site at aauw-nys.org
- **Branch Affiliation:**
Give your current branch. If dual be sure to list the secondary branch where you pay only the branch dues and list as secondary.
- **Positions held:**
Please give the positions you have held in your current or other branches in the last five years. If you held other positions earlier, you may relate that to us but we don't need branch or dates.
- **Professional Experiences:**
We are not asking you for resume. We would like to know your work experience, but more importantly we would like to know how that work relates to how you might perform as an AAUW officer in a particular position. Please tell us the job title you held and what skills you have taken from it. (You may want to refer to the Job Overview for a list of skills etc.)
- **Community Experiences:**
Many volunteer organizations or community committees can give you valuable experience in the work of volunteer boards, committees etc. Do not use acronyms such as LWV. Rather than giving the name of a LOCAL organization we might not be familiar with, give us a description of the work you did in that organization. Ie;
 - “I belong to a child welfare organization that benefits needy children.”
 - “I have worked as a_____, or held ____ office or was on the board etc.”
- **Skills Paragraph:**
This is your opportunity to tell about life skills and characteristics that make you suited to the particular office for which you are applying. You might want to address your specific interests that relate as well as your ability to schedule time to attend meetings, write articles and keep the necessary records of the office.

- Sign and Date the “Statement of Agreement.” and mail/email the application before the October 15th deadline.
- **Letters of Endorsement:**
Arrange for **exactly** three letters of endorsement to be **received before** the October 15th deadline by mail or email (fax or phone if appropriate). AAUW NYS Branches or individual members may endorse a candidate. You may want to ask them to read the Job Overview to address specifics for the particular office.
- **Deadline:** All applications and endorsements will be acknowledged when received and must be **complete by the October 15th deadline** to be considered.

BETWEEN SUMMER AND FALL MEETINGS

When you arrive home it will be your responsibility to follow up and send reminders to team members and potential candidates. Remember you must do whatever doesn't get done by the team, so keep them involved as much as possible.

- **Reply** to all suggestions and send emails to the entire team when you get a candidate suggestion of someone to ask for an office. Ask the team to respond yes/no within a certain period of time. Do not wait beyond a limited time, if you think they meet the criteria, make the call and discuss it with the potential candidate. Time goes quickly in this process.
- **Contact** potentials as the team approves them. (But do not contact another candidate for the same job while another is "considering it.") A phone call is more appropriate for the first contact. Offer to send the Job Description brochure and application by email (or paper copy) and/or refer them to the website. Again, give a deadline for their intention to run if you are comfortable with that or you see it becomes necessary.
- **If asked** what else a candidate must do if chosen as the nominee, tell them they will be asked to provide an informational handout to be included in the Presidents/Convention packets and give a 3-5 minute speech at convention. You will be sending them an instruction sheet once the candidates are approved at the fall board meeting.
- **Notify** the team what responses you get from the potential candidates. (Yes, no, I will consider it.) The more informed they are the more it becomes a team effort.
- **Send applicants' information** to team for consideration of the BEST candidates only after the October 15th deadline.
- **If you receive unsolicited applications** first screen for branch with other candidates (solicited and unsolicited) to be sure they are not in the same branch. If they ARE, you should notify the team and see if they prefer one candidate over another (but let them know both cannot be selected). If the applicant is in the same branch as an approved candidate for another office, and the team wishes no change, notify them that you cannot accept their application and the reason. (Bylaws rule)

During this process acknowledge receipt of applications and endorsements and when they have completed the requirements.

When you are sure a position is filled with the proper candidate, you might want to highlight things in the application/endorsements that you could use in the Focus article about them.

AFTER APPROVAL GUIDELINES

After the report of the Nominating committee is approved by the NYS Board, the chair follows these guidelines:

1. **Notify** the nominees and any other candidates NOT selected who the nominees are. Use whatever method appropriate.
2. **Find out** the deadline for the Fall/Winter Focus from the editor. Due date is _____ for your article.
3. **Find out deadlines** for candidate informational handouts - the Convention Mailings Chair is _____
 - o **Deadline** for Branch informational handouts to be sent for Presidents mailing and convention packets - due date _____
4. **Send out** “Nominee Instructions” to nominees. Fill in date for photo and informational handout to be received. (A week before deadline!)
5. **Write an article** for the Fall/Winter Focus that contains appropriate information about each candidate. Use the candidates’ application and endorsements. Whenever possible try to follow the same format of information for each nominee. If not at least for each office.
 - a. same # of paragraphs, same # of quotes
 - b. most recent work experience rather than list all
 - c. include Branch(s) and district they are in
6. **Send article and photos** received to Focus editor by the deadline and to the Communications Director for inclusion on the website. Ask to have application and job overviews removed.
7. **Send reminders** as required to collect informational handouts by deadlines.
8. **Send copies** of the candidate’s informational handouts to the appropriate convention committee member(s) by the due date.
9. **Keep track** of items as they progress. Send reminders, offer to help etc.
10. **Send several reminders** about their 3-5 minute speech during April. Time may be limited to 3 minutes when there are many candidates.
11. **Become familiar** with your responsibilities during the business meeting.
12. **Attend convention and prepare** to introduce nominees and the order they will speak in. The order of which office goes first should be determined by rank but order of speaking for each office by lottery or alphabetically.
13. If all goes well your job is **finished after the convention**. We thank you for accepting the very important challenge of finding excellent leadership for AAUW NYS.

Candidate Withdrawal

Before approval by the Board:

- 1) Notify Nominating Team of the withdrawal and the reason.
- 2) If there was more than one candidate no other action is necessary unless the team will not support the other candidate
- 3) If this was the only candidate for the position, the team begins the search process again until a suitable candidate is found.

After Approval by the Board:

- 1) Notify the Nominating Team and proceed as above.
- 2) Notify the President and the Board of Directors.
- 3) Try to stop publication of the candidate's credentials in the Focus and the convention booklet.
- 4) If the Focus has already been published, the President should use her egroup to notify branch Presidents of the withdrawal.
- 5) If the candidate's credential were already published, send a copy of the withdrawal to the convention mailings chair for inclusion in the convention packet.
- 6) When a new candidate is secured, notify the President and the Board of Directors.
- 7) Write an article similar to the Focus article of the other candidates and ask the President to forward it to Branch presidents through the egroup.
- 8) Send the new candidate's credentials to the convention mailings chair for inclusion in the convention packet or/and to the convention booklet editor for inclusion in the booklet if possible.

AAUW NYS
Nominating Committee
Date:

Chair _____
Email _____
Phone _____

NOMINEE INSTRUCTIONS

Congratulations! The AAUW NYS Board has accepted the report of the Nominating Committee and you as a nominee for the 2007-2008 term.

This year's nominees are:

(List all here – then copy this form)

Here are your next steps in the process:

1. ASAP **submit** to the Nominating Chair a photograph to be used in the Focus article about the nominees. Digital photograph 150dpi submitted electronically is preferred because of the superior quality. Deadline _____
2. **Create** an informational handout that will be included in the packet provided to each convention attendee and sent to presidents with the convention information. This is your primary means of campaigning.
 - a. Use a standard 8 1/2" x 11" sheet. You may use both sides of a single sheet. Black and white only.

SUGGESTIONS ONLY

 - Limit career background and personal information unless you show how it is important to the office.
 - Outline what unique qualities you bring to the job, your commitment to the mission, your skills, values and goals relating to the position or the Board in general.
3. **Submit** your informational sheet to the Nominating Chair by the deadline _____. AAUW NYS will copy and distribute these as described above. You may want to copy a few and bring them with you to convention.
4. **Attend the convention** where a "Meet the Candidates" reception will be held on Friday evening. This is where you get a chance to talk personally with the delegates. Have a few informational handouts just in case. Please, no candy, buttons, gifts or special gatherings. AAUW NYS strongly discourages such and would like each candidate to be elected on her merits. Likewise, negative campaigning of any kind is not reflective of a healthy campaign.
5. **Prepare** a three to five minute speech to be given at the Convention Business Meeting on Saturday morning. (The chair will inform you of the exact length.) This will be your opportunity to speak to all of the delegates prior to the actual vote.

6. If you are elected you will be expected to attend the “Post-convention Board Meeting’ which will take place after the end of the last convention event. If someone has not informed you of the place, be sure to ask, it is critical that you attend. This meeting lasts a maximum of one hour; plan your transportation accordingly.

If you have questions about any of these items, feel free to email or call the Nominating Chair. It is our desire to guide you through this process and make the election as fair and dignified as it should be. Good Luck!

Candidate Withdrawal

Before approval by the Board:

- 4) Notify Nominating Team of the withdrawal and the reason.
- 5) If there was more than one candidate no other action is necessary unless the team will not support the other candidate
- 6) If this was the only candidate for the position, the team begins the search process again until a suitable candidate is found.

After Approval by the Board:

- 9) Notify the Nominating Team and proceed as above.
- 10) Notify the President and the Board of Directors.
- 11) Try to stop publication of the candidate's credentials in the Focus and the convention booklet.
- 12) If the Focus has already been published, the President should use her egroup to notify branch Presidents of the withdrawal.
- 13) If the candidate's **credential were already published**, send a copy of the withdrawal to the convention mailings chair for inclusion in the convention packet.
- 14) When a **new candidate is secured**, notify the President and the Board of Directors.
- 15) Write an article similar to the Focus article of the other candidates and ask the President to forward it to Branch presidents through the egroup.
- 16) Send the new candidate's credentials to the convention mailings chair for inclusion in the convention packet or/and to the convention booklet editor for inclusion in the booklet if possible.

Convention Instructions for Candidates

- On **Friday evening** all candidates will attend the “Meet the Candidate” social hour. This is your opportunity to introduce yourself to delegates and meet people. You might want to have a few copies of your informational sheet with you to point out areas of interest. Some candidates choose to have someone with them that will introduce them to a table of people.
- Candidates will meet **the Nominating Chair** at the podium at least 15 minutes before the beginning of the Saturday Business Meeting for last minute instructions.
- Offices will be **introduced by rank** with highest offices speaking first.
- Candidates in contested races will **speak in alphabetical order**.
- If elected, you will be expected to **attend the Post Convention** board meeting. The Nominating chair will give you the information about time and place. This meeting usually lasts less than one hour; plan your transportation accordingly.

Business Meeting Procedure

When the report of the Nominating Committee is called, the **Nominating Chair** reads the list of nominations for all offices

- “Madam President the Nominating Committee submits the following nominations: For **office** – **name**(s) etc.

When the report is finished the Nominating Chair hands the report to the **President** who reads the first office nominee(s):

- “ The nominees for the office of ____ are ____ . Are there any nominations for ____ from the floor for the office of _____?”

If there is a nomination from the floor the president asks the candidate if she wishes to run: (According to our bylaws permission for nomination must be in writing given to the secretary.)

- “ Ms _____ do you wish to accept the nomination for the office of _____?”

If yes,

- “Please come to the podium and present your credentials to the delegates.”

Repeat for each office.

3-5 minute speech(es) facilitated by the Nominating Chair or the President.

If only one candidate for an office proceed in order of office rank.

If more than one candidate for an office use alphabetical order to determine the order. Floor nominees go last. Explain:

“The order of speaking was determined alphabetically. “

- For the office of _____, first to speak is _____.” “The next speaker for the office of ____ is _____.” etc.

After 3-5 minute speeches by nominees the president repeats nominees for each office and asks again:

- “Are there any further nominations?” If not “May I have a motion to close the nominations?” (needs second and 2/3 vote)

President repeats list of all candidates for all offices (adding floor nominees).

Reporting the Results

If there are contested offices, the **Head Teller** reads the teller’s report (the numbers of votes) to the convention but does not declare the results.

- “Mm President the report of the teller’s is as follows:
counts ARE given

cast, # for majority, # each received, # illegal for each office

The complete tellers report should be included in the minutes.

The **President** then declares those elected to office:

- “Elected for the office of _____ is _____.”

or if there is no clear majority:

- “No candidate for the office of _____ received a majority of votes cast.”

It is then proper to ask:

- “ Does any candidate for _____ wish to withdraw at this time?”

If no one withdraws –

- “All candidates for the office in question remain on the ballot” and a run-off election is held.

If one of two withdraw(s), the other is declared elected without a vote.

If one of more than two withdraw(s), delegates are instructed to ignore the person that withdrew and the run-off is for the other candidates.

- “ _____ is declared removed from the ballot and we will vote again for either (give names of those left) for the position of _____.”

(You may wish to read the job overview for this position to help voters with their decision.)

Repeat till a majority is received, then declare as above.

