



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
Revised November, 2009
Revised April, 2016

GETTING STARTED**Chair - ASAP after your election by the NYS Board:**

FYI – Elected in even years:

President Program VP Development VP

Elected in odd years:

Membership VP Public Policy 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.)

- Begin using the “Timeline and Checklist” (page 25) to record actions taken and next steps in the process.
- Get on the agenda for the pre-convention board meeting of a second year board or the summer board meeting if a new president is being elected at convention. Present the “Informing the Board” (page 6) document and discuss the officer election process briefly.
 1. **Prepare** a short “Call for Nominations” article and nominations form for publication in the spring Focus and send to the Focus editor by the deadline. See page 26.
 2. Have the website manager **post** the appropriate job overviews and the nominations form and application on the website.
 3. Use the President’s egroup to **notify branches** of the Offices you are recruiting for and how to contact you with suggestions.
 4. **Send the presidents** a nominations form and the appropriate job overviews (email or mail), and where to get it from the website, suggest the branch discuss it and nominate ASAP.
 5. Be sure to send this to presidents **March/April** so you get them at least thinking about it before the state convention.
 6. **Get the names and contact information** of the District nominating team members from the District Director they will currently be the alternates. Don’t forget the Board members of the team.
 7. Ask board liaisons to contact their branches and ask for potential nominees. Provide Job Overview, time commitments and personal qualities needed for appropriate positions. “Talking Points”
 8. Begin **preparing materials** to put in a packet for team members that you will distribute at the state convention. See sample. (Keep receipts for phone calls, duplicating etc.)
 9. **Communicate** with the team to let them know that attendance at the state convention is imperative. Travel expenses only are covered for each of them.
 10. Work with the Communications Director to **set up** a Nominating Team egroup for Board representatives, District team members add alternates after convention.

AAUW-NYS NOMINATIONS FORM

This form is submitted to the nominating committee as a source for potential board members. We know there are capable, experienced women in the branches that we may have never been exposed to. Nominations from the branches give us a pool of names to be used in finding qualified candidates for officer positions.

Name of Person Nominating _____

Phone _____ Email _____

Branch _____

Name of Person Being Nominated _____

Branch _____

Phone _____ Email _____

Position(s) you think this person would be qualified for:

Public Policy Vice President Treasurer
 Membership Vice President Secretary/Bylaws Chair

I have spoken with the nominee about considering a position.

I have NOT spoken with the nominee about considering a position.

Please send this information to the Nominating Committee Chair:

at _____ email

or _____ phone or mail to _____

BEFORE THE CONVENTION MEETING

1. **Assess the current board** and executive committee for district representation. Note under-represented districts.
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.)

A person who has served only one term as president, but has reached the board term limits may be permitted to be nominated for president by majority vote of the Board of Directors. If elected, they will also be permitted to serve as past president for one year, if they choose.

NOTE: From Robert's Rules

Members of the nominating committee are not barred from becoming nominees for office themselves. To make such a requirement would mean that service on the nominating committee carried a penalty by depriving its members of one of their privileges and that appointment or election to the nominating committee could be used to prevent a member from becoming a nominee. It would be prudent, however, if the candidate recused herself from votes involving the position.

3. **Check** with the convention director to see that a room is secured for the team meeting and that sufficient time is given to do the work. A minimum of 1½ hours will be needed.
4. **Send an email** (sample, page 27) to the team telling them how important their work is and what needs to be accomplished at the state convention. Send Nominating Committee the meeting time and place as soon as the president has made that decision.
5. Discuss the orientation of the committee with the president. Decide who will attend the initial meeting to discuss procedures, protocol and expected behaviors.
6. 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.

7. Make up an **agenda (sample on page 7) and finalize materials** for the state convention.
8. Prepare to review the document “Informing the Board” (following) with the board at the preconvention board meeting.

Informing the Board about the Nominating Process

At the preconvention/summer board meeting, the following information should be shared:

Process and checklist

Deadlines in the process

Discuss the following in regard to incumbents:

Incumbents

- A discussion of incumbents' effectiveness is usually the first conversation a nominating team has. That process can be unwittingly tainted by personal prejudices or incomplete information.
- It is not a requirement of the nominating committee to ask if you want to serve again.
- Even if you are asked if you are **willing to** serve again – do not assume you will be the candidate.
- If no one asks you to fill out an application and get endorsements and you want to serve again you should self-nominate and proceed to fill out an application and get endorsements.
- This insures that you will be considered along with all other applicants on the merits of your application and endorsements.

The board's role in the nominating process:

Working Rules **Article VII – E. The Nominating Committee, #4 – e.**

- a. The nominating chair writes a membership call for nominations for elected offices and submits it to be published in the Spring FOCUS.
- b. The chair submits to the website manager the qualifications for each officer for election and directions for making nominations.
- c. The Committee may solicit additional qualified candidates.
- d. It is strongly recommended that candidates for all elective offices shall have AAUW leadership experience within the past five years.
- e. “Extending application deadlines is the prerogative of the nominating committee and does not require board approval.”
- f. The Chair shall prepare the report of the Committee and inform the President before the Fall/Winter Board meeting.

- g. The chair of the nominating committee will present a slate of qualified nominees at the Fall/Winter Board meeting.
- (1) The board cannot edit the nominating committee report. Discussion should be limited to process and procedures only. No individual candidates should be discussed.
 - (2) The report can and should be rejected if there are irregularities in the procedures of the nominating committee. The committee members may need to be contacted to determine what part of the process failed.
 - (3) The board should consider how serious the irregularities were and whether to accept their report in spite of the irregularities.
 - (4) After discussion of the irregularities a vote of the board by ballot should be taken to determine acceptance. A simple majority would determine acceptance of the report or the next step to be taken.
 - (5) If the board determines the irregularities tainted the process/decision, the report should not be accepted and the board determines what the chair/committee needs to do to make the report acceptable.
- h. Following presentation of the report to the Board and prior to publication in the FOCUS, the Chair shall notify the candidates of their selection and all applicants that a slate has been chosen.

Also, FYI:

- Nominating Committee Members can run for office and maintain their position on team.
- The board only accepts the report; they cannot edit or refuse it unless there were procedural flaws. See the process in the working rules.
- Nominating team sets its own deadlines for applications and extensions.
- Slate represents the BEST candidates although more than one per position is permitted.
- Slate is determined by vote of the entire team (no alternates).

Agenda -- The State Convention 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?

- Nominations deadline from branches/members is July 15. These may provide more possible applicants for us to contact. These will be discussed at the summer board meeting and in emails.
- Deadline for applications – Received by October 1st.
- Distribution of applications and endorsements received – alternates, including the board alternate, will receive materials 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 MEETING AT THE STATE CONVENTION

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. 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 Summer 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 who to ask first for each job. You may use any acceptable method; consensus or some sort of voting. **Again remember, no two candidates from the same branch unless they are for the same office.**

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.

Incumbents

If the team is asking the incumbent to run again, the following rules apply:

- Incumbent fills out application and gets endorsements by deadline
- Team stops actively working to ask others to apply for the position
- No vote is taken until after the application deadline
- Other applications are accepted and considered
- If another applicant seems to be equally qualified the team may choose to put forward both applicants.

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 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 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.

Communicate

Be sure that **all three board members** on the committee are kept informed of what has been done and what needs to be done. Include them in all communications, meetings and distributions.

RESPONSIBILITY AND CONFIDENTIALITY

Team Members and Alternate 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 **State Convention**.
- **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. Use the provided talking points - do not minimize the time or mandatory meeting commitments.

Team Members and Alternates

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. Team members will be asked to vote on candidates and the slate. Alternates have the information in case they need to assume the committee membership, otherwise they have no vote.

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 VP

Development VP

Elect in Odd

D#

Membership VP

Public Policy

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 “coerced” 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 1st deadline**. Thank them for considering the position. Give them a date by which they need to let you know their decision so you can move on to another person.
- 7) If they say yes, **obtain their permission** to place their name on the nominations list for the specific office. Tell them where to find the application an instruction sheet, and job description on the website.
- 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 also 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 résumé. 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 that relate to the office you are applying for.)
- **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. i.e.;
 - "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 1st deadline. Applications must be RECEIVED on/before October 1st so plan mail/email to reflect possible delays.

- **Letters of Endorsement:**
Arrange for **exactly** three letters of endorsement to be **received before** the October 1st 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 description to address specifics for the particular office.
- **Deadline:** All applications and endorsements will be acknowledged when received and must be **complete by the October 1st deadline** to be considered.

BETWEEN STATE CONVENTION 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 and application by email 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 announced 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.
- **During this process acknowledge receipt of applications and endorsements and when they have completed the requirements.**
- Once you have received a completed application with endorsements, send that information to team members and alternates for their consideration and evaluation. Discussion or voting on the BEST candidates will take place only **after** the October 1st 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 (and are not applying for the same position), you should notify the team and 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)
If there is no branch conflict and they have not been on the state board for eight consecutive years, their application and endorsements are sent to committee members for consideration.

After the October 1st Application Deadline

Team members only – no alternates

- Only applicants whose applications and endorsements you have received by the deadline will be considered by the team.

- Use a conference call or other means to discuss the applicants, ask questions and gather more information if necessary.
- If there is only one applicant for an office you need only ask the team if they believe they have a qualified applicant. A roll call vote for the applicant to become the candidate should be taken and recorded.
- If there are multiple applicants for a position a discussion of qualifications should be held. Stress that we are charged with finding the BEST candidate. After discussion a roll call vote is taken on each applicant. If the applicants appear to be equally qualified both/all could be voted as candidates.

Chair

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.

Positions without Candidates

Before or after reporting the slate to the board the following procedure will be followed to fill any remaining positions:

- If the nominating committee fails to receive applications for an open position, they may set another application deadline for the **open position only**. Board approval for this action is not necessary. The committee is charged with filling the positions and must keep working until it has a candidate.
- Extending application deadlines is the prerogative of the nominating committee and does not require board approval.
- The committee and the following should be notified of the open position(s) and the new application deadline:
 1. The board president, who notifies the board
 2. The branch presidents
 3. This information should also be posted on the website

The team should actively recruit and encourage self nomination.

This position will not be voted upon by the committee until after the new deadline for applications.

Candidate Withdrawal

Before Reporting to 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 Reporting to 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 **credentials 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.

AFTER BOARD REPORT

After the report of the Nominating committee is presented to NYS Board, the chair follows these guidelines:

1. **Notify** the nominees of their selection and any other applicants NOT selected that a slate has been chosen. Do not discuss the slate or the other applicants. 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.
 - same # of paragraphs, same # of quotes
 - most recent work experience rather than list all
 - 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 for these positions removed from the website.
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. **Notify** the head teller of the slate for production of the ballot.
10. **Keep track** of items as they progress. Send reminders, offer to help etc.
11. **Send several reminders** about their 3-5 minute speech during April. Time may be limited to 3 minutes when there are many candidates.
12. **Become familiar** with your responsibilities during the business meeting.
13. **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.
14. 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.

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 20__-20__ 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"x11" sheet. You may use both sides of a single sheet. Black and white only.
 - b. **SUGGESTIONS ONLY**
 - i. Limit career background and personal information unless you show how it is important to the office.
 - ii. 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, on Friday evening, you will be introduced as part of the president's reception. 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" (if there is one) 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 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!

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** except floor nominees who will speak last.
- 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, “The floor nominee for the office of _____ is _____ and will be given time to present your credentials to the delegates after the slate nominees for this office have spoken.”

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).

The Election

Elections shall be by ballot except when there is only one candidate for an office in which case the election may be by voice vote. If the election of any position is contested a paper ballot must be used.

A majority of the votes cast shall be necessary for election.

If A voice vote is used the president can use the declaration of election: “Elected for the office of _____ is _____.”

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.

- “Madam President, the report of the tellers 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.

Committee Member Responsibility for the Process

If any committee member feels that a procedure has not been followed according to the handbook and checklist, they should first address the issue with the committee chair. If their concerns are not addressed to their satisfaction they should contact the President.

___ **Read over the Nominating Handbook for step by step procedures.**

___ Submit “Call for Nominations” article to FOCUS editor **before deadline** for spring publication.

___ Assess current board for qualification for re-election and branch/district representation. **ASAP**

___ Contact convention committee to confirm two meetings of the committee time/place. **Feb. 1**

___ Contact District Director to confirm alternates will be serving on the committee. **Feb. 15**

___ Prepare a letter to send to branch presidents with a “Call for Nominations”. **March 1**

___ Ask branch liaisons to discuss nominations in their liaison branches. **March 1**

___ Contact alternates to remind them of the duty to attend convention. Notify them of meetings during convention – time/place. **March**

___ Prepare materials for distribution to committee for orientation. **2 weeks before convention**

___ **Prepare to distribute and discuss the “Informing the Board” page at preconvention/summer**

___ Convention orientation and brainstorming meetings. **Convention**

___ District committee members contact branches for nominations. **After convention**

___ Ask members named if they will consider serving – have them begin application process.

After convention

___ **Branch/member** nominations deadline – **July 15**

___ Forward all names nominated to all committee members for consideration. **After July 15**

___ Hold a committee meeting at summer conference – progress report, get more suggestions if needed. **July**

___ Conduct a vote on whom to forward to the application process and in what order. **August**

___ Contact accepted nominees to confirm their interest and acceptance and review application process with them. **August-September**

___ All applications, whether self-nominated or committee nominated should be considered potential candidates by the committee.

No candidates will be voted on or confirmed until after the October 1 application deadline.

___ Acknowledge receipt of applications/endorsements as you receive them.

___ All applications and supporting material should be sent to committee members. **After Oct. 1**

___ Give deadline for questions and comments. **1 week or less**

___ Conference call to deliberate and vote on candidates and the slate. **ASAP**

___ Notify all candidates, whether chosen or not, that a slate has been chosen. **ASAP**

___ Send out nominee instructions – **ASAP**

See handbook if all positions are not filled before the board meeting.

___ Make presentation of slate at **fall board meeting**

See handbook if all positions are not filled after the board meeting.

___ Collect photos for inclusion in article.

___ Write article for FOCUS – **by deadline**

___ Collect candidate's informational sheets and submit to appropriate person. **By deadline**

___ Ask about “meet the candidate's night” at convention

___ Notify head teller of slate for preparation of ballot. **March**

___ Prepare for convention presentation – **April**

___ **At convention** – meet candidates at podium **15 minutes before** the business meeting.

Call for Officer Nominations

Bold indicates information that needs updating according to the year.

Send to FOCUS Director and with letter to branch leaders.

Call for Nominations

Attention branch officers and members! You are needed to help the AAUW-NYS board find qualified applicants to run for the NYS Board of Directors for the **2017-2019 term**. We know that branches have skilled, energetic, experienced members that could serve the state as well as benefit themselves by board service. Please think seriously about expanding your AAUW knowledge base and networking abilities by volunteering for NYS board service. If you know someone you think would be a good officer or you are interested in serving in one of the positions please contact the Nominating Committee at **email** or **phone** as soon as possible. The offices that will need to be filled this year are:

Membership Vice President

Public Policy Vice President

Change these according to the year

Secretary/Bylaws

Treasurer

You will find job descriptions and qualifications for each position on the nominations page on the AAUW website at (aauw-nys.org). Click the green button on the left side of the home page. Or you may fill out the nomination form below.

Deadline for Nominations: **July 15, 2016**

Deadline for Applications: **October 1, 2016**

AAUW-NYS NOMINATIONS FORM

This form is submitted to the nominating committee as a source for potential board members. We know there are capable, experienced women in the branches that we may have never been exposed to. Nominations from the branches give us a pool of names to be used in finding qualified candidates for officer positions.

Name of Person Nominating _____

Branch _____

Contact Info _____

Name of Person Being Nominated _____

Branch _____

email _____ phone _____

Position(s) you think this person would be qualified for:

___ **Public Policy Vice President**

___ **Membership Vice President**

___ **Secretary/Bylaws Chair**

___ **Treasurer**

___ I have spoken with the nominee about considering a position.

___ I have NOT spoken with the nominee about considering a position.

Add this information before sending to FOCUS and branch leaders.

Please send this form to: _____ at **email** or mail to _____ at address.

AAUW-NYS
Nominating Committee
2016-2017

Dear Members,

You may recall when you were elected as an alternate to the Nominating Committee last convention that you were told the appointment was for a two year term. You served this past year as an alternate and this year you become the voting committee member representing your district.

Our duties will begin at the NYS Convention in Saratoga Springs on April 15-17. We will have two important meetings during that time. The first Friday at 9:30pm will be an orientation outlining your responsibilities and duties and the second Sunday at 8am - more of a brainstorming session of possible candidates.

It would be helpful if you could think about members of your branch and/or district or that you have encountered at conventions or summer conference that you think have the characteristics and skills to serve in the following capacity:

Membership VP Secretary/Bylaws

Public Policy VP Treasurer

Attached are the job descriptions for those positions so you have information about what the jobs entail.

Representing your district a very important job and the future of the organization depends on you to choose the right people as officers.

Thank you for making the time to serve on the Nominating Committee and I look forward to meeting you at the convention.

Sincerely,

Nominating Chair