

NOMINATION-ELECTION COMMITTEE

The Nomination-Election Committee shall consist of three members appointed by the President, who are not candidates for any elected office. The President shall appoint one of the three members as Chairperson.

The committee shall be responsible for putting together a slate of officers to be presented for election by the Board of Trustees. Every effort shall be made to secure persons who:

- A. Have knowledge of the history, mission, Constitution and the different functions of the organization.
- B. Meets the qualifications for candidacy for office, as listed in the Constitution and Bylaws.
- C. Are most capable to fill the office.
- D. Represent an inclusive overall Executive Committee with respect to:
 1. Ethnicity/Race
 2. Gender
 3. Age
- E. Have the time to devote to the office.
- F. Have the best interests of the organization in mind.

In an attempt to present the best slate and ensure an inclusive Executive Committee, the committee shall:

- A. Be ever vigilant throughout the year to identify persons who fit the above requirements.
- B. Present a slate of officers at the May meeting, complete with short biographies of the nominees and allow time for the organization to become familiar with and ask questions of the nominees.
- C. Present the slate of officers at the June meeting, and move the acceptance of the slate as presented.
- D. Ask for nominations from the floor.

At the June meeting the Nomination-Election Committee shall:

- A. Present nominees for candidacy for officers when nominations are held.
- B. Prepare, conduct and supervise the election of officers.
- C. Verify the eligibility of each candidate with the Secretary.
- D. Distribute ballots to qualified members entitled to vote.
- E. Conduct a secret election.
- F. Count the ballots only after balloting has been completed; count only properly marked valid ballots.
- G. Announce and post the results of the election after the votes are tabulated; announce the number of valid ballots cast for each candidate; and to make a full report of the election to the membership prior to the adjournment of the meeting.
- H. Sign a statement verifying the results of the election (each member of the committee) and give certificate to the Secretary to be entered into the minutes of the meeting.
- I. Dispose of the ballots after the adjournment of the meeting.
- J. Be in charge of the installation and may provide an appropriate ceremony for the installation.
Installation to take place at the September meeting.

All matters pertaining to any election shall be the responsibility of the Nominations-Election Committee and its decision on all such matters are final unless otherwise overruled by the membership at such meeting.