

NOMINATING COMMITTEE CHAIR

JOB DESCRIPTION

BYLAWS OF ASSISTANCE LEAGUE® OF SALT LAKE CITY

ARTICLE 5 Nominations and Elections

- 5.01 Nominating Committee.** In September, the Nominating Committee shall be elected. Two (2) members and one (1) alternate shall be elected by and from the Board and three (3) members and one (1) alternate elected by and from the voting membership. The Chair and Vice-Chair shall be elected by and from the Nominating Committee. No member shall be eligible to serve two (2) consecutive years. The prior year's Nominating Committee Chair shall call the first meeting of the Nominating Committee for the ensuing year.
- 5.02 Slate.** In March, the Nominating Committee shall submit its slate of nominees for offices on the Board. All nominees must be voting members. Only one (1) nominee shall be elected to each office. These offices are: President-Elect; First Vice President, Philanthropic Programs; Second Vice President, Community Relations; Third Vice President, Member Services; Recording Secretary; Treasurer; the Elective Standing Committee Chairs: Assisteens Liaison, Bylaws, Strategic Planning, Technology, and Thrift Shop. This slate shall include delegates, one of which shall be the President, and alternates to represent the chapter at the annual or special meetings of National Assistance League. The Consociates Chair shall be that auxiliary's voting representative to the Board. The Assisteens Liaison shall be the Assisteens' voting representative to the Board.
- 5.03 Notice.** The committee Chair shall submit a copy of the slate of nominees to the Recording Secretary and to each voting member at least one (1) month prior to the election meeting or at the previous regular meeting.
- 5.04 Petition Process.** Ten percent (10%) or more of chapter members eligible to vote may nominate, by signed petition, an additional nominee for an office on the Board, or for a delegate or alternate, by mailing such petition together with the written consent of the nominee to the Recording Secretary at least ten (10) days prior to the election meeting. No member shall sign more than one (1) nominating petition in a fiscal year.
- 5.05 Election Meeting.** The Board shall be elected at the election meeting in April.

5.06 Voting. Elections shall be by voice vote, except when a nominating petition shall have been received, in which event the vote for the contested office shall be by ballot.

The Nominating Committee Chair shall:

1. Attend Nominating Committee meetings,
2. Conduct Nominating Committee meetings, hold the first meeting by October and appoint a secretary to keep minutes. Schedule subsequent committee meetings as need, Nominating Committee meetings may be held through electronic means, such as telephonic and/or video teleconferencing, as outlined in Bylaws Article 9 Meetings, Section 9.03 Conduct of Meetings.
3. Follow the timeline/calendar provided in the procedure book or Master Data File.
4. Ensure nominees are approached in accordance with the Nominating Committee's "Suggestions: When Asking a Member to Serve on the Board" document.
5. Provide each nominee with the current Job Description of the office.
6. Write letters to each nominee to acknowledge the nominee's acceptance of nomination, including those who currently serve on the Board and are nominated to serve a second term.
7. Indicate voting delegates, one of which shall be the President, and alternate delegates nominated on the slate to National Assistance League's annual meeting.
8. Present a motion to members at (or prior to) the March Regular Meeting, moving that the slate of officers for the upcoming Board of Directors be approved. The motion shall be on the floor for thirty days prior to the election meeting in April.

Example MOTION: In accordance with Article 5 Nominations and Elections, 5.02 and 5.03 of the Bylaws of Assistance League® of Salt Lake City, I move the following slate of nominees for the 2023-2024 Board of Directors be approved."

9. Inform members about the "Petition Process", as outlined in Bylaws Article 5 Nominations and Elections 5.04 Petition Process, when the slate motion is presented.
10. Maintain and update Nominating Committee materials in the Master Data File.
11. Submit Nominating Committee Chair job description changes to the Bylaws Chair in accordance with Bylaws 8.02 (g).

Technology: MS Word, email, attaching documents.