

## NOMINATING COMMITTEE

**Job Description:** Produces the slate of elected and appointed officers for the coming year.  
A nominating committee member may not serve more than two consecutive terms.

### **Responsibilities:**

1. The Parliamentarian convenes the first meeting of the Committee and instructs them as to their responsibilities. They elect a Chairman at this time. The Nominating committee should include 3 elected members and 2 elected alternates, elected at the Annual Meeting or Installation, all of whom serve for one year.
2. In the December/January *Triad* each year, the Nominating Committee shall solicit from the membership suggestions for nominees for Branch offices. Members may submit names to the chairman of the Nominating Committee no later than December 31.
3. Consent of all nominees shall be obtained before placing such names on the ballot.
4. At the March General Meeting, the Nominating Committee Chairman shall report to the Branch the names of the nominees for each elected office to be filled. A copy of the report shall be included in the April *Triad* (deadline: March 15).
5. At the Annual Meeting (generally April) the Chairman presents the slate of elective officers during the business meeting. The President will conduct the actual election of officers.
6. The Committee shall provide candidates for all elected offices and recommendations for all appointed positions listed. \*
7. All deliberations of the Nominating Committee shall remain confidential.
8. Chairman of the Nominating Committee completes a report on the workings of the committee and files it in the "Report" section of the binder.
9. Chairman completes a list of the officers and chairs for the year and files it in the "Past Officers" section of the binder.
10. After the duties of the Nominating Committee are fulfilled, return the Nominating Committee binder to the Parliamentarian.

### **Deadlines:**

1. Triad deadlines:
  - November 15, for solicitation of names
  - March 15, to publish the slate of elected officers
2. March: Report of the slate of elective officers to Branch and for publication in the *Triad*.
3. Annual Meeting (usually April), present the slate of elective officers to the branch, for election.

### **Suggested Qualifications of Elected Officers:**

1. PRESIDENT: must have been a member of the AAUW Board for at least two years and have served one year as an elected officer.
2. All other elective officers must have held San Carlos Branch membership for at least one year prior to their elections.

\* Installation Chair may remain open, to be filled by the President.

NOTE: Certain appointive positions are automatically members of the Board. (see attached list of officers).