

**Newcomers of Central Florida, Inc.**  
**Job Description of**  
**Nominating Committee**

**The Nominating Committee** will be appointed by the Club President in January. It is a temporary committee and will be disbanded once its duties have been completed.

**Description of duties**

The By-Laws Article V: Executive Board, Sections 3-6 outlines the Nominating Committee.

In January, the President shall appoint one member of the Executive Board to serve as Chairperson of the Nominating Committee of three.

[All three members will be selected from Executive Committee members.] **This is not in the By-Laws now, but is the current procedure.**

[At the March Board Meeting, the Nominating Committee presents a slate of candidates to the Executive Board for approval.] **This is not in the By-Laws now, but is the current procedure.**

At the March General Meeting [Luncheon], the Nominating Committee shall present a candidate for each Executive office. Further nominations may be made from the floor.

In April, a majority of members present and voting shall approve the proposed slate. Approval may be made by voice vote if only one candidate is proposed for each office or by closed ballot if there is more than one candidate.

**Basic Job Functions**

In addition to the By-Laws description above:

Familiarize yourself with the By-Laws and Rules and Procedures of the Club and the duties of each Executive Board member.

Determine which members of the Executive Board positions will need to be elected for the next Club year.

If any Executive Board member is currently in her first year in the position, ask her if she would like to remain on the Board for a second year. No more than two (2) successive terms in a given office are allowed by By-Laws Article V: Executive Board, Sections 1-2.

The last sentence of By-Laws Article V: Executive Board, Section 2 states that “[u]nder special circumstances, an officer may serve more than two (2) successive terms in a given office only with approval of the Executive Board. “ Check with the President to determine if any Board member fits that situation.

Using information in the Special Interests section of the Membership List, knowledge of Club members, suggestions from others, and self-nominations, consider possible candidates for each position.

Nominating Committee discussions are confidential, with the exception of discussions with current Executive Board members.

Develop a slate of candidates, at least one for each position, selecting the best person(s) for each position based on all of the information collected by the Nominating Committee.

The Nominating Committee Chair will submit this slate of candidates for approval to the Executive Board at the March Board Meeting. If any current Board member is asked to serve a 3<sup>rd</sup> term, the President will ask for the approval of that Executive Board member before the approval of the full slate of candidates.

The Nominating Committee Chair will present the approved slate of candidates to the members at the March Luncheon, and request nominations from the floor. The slate is considered closed at the end of the Chair’s presentation. The actual vote will take place at the April Luncheon.

## **Requirements**

Flexibility in scheduling to accommodate meetings

Knowledge of the By-Laws and the Rules and Procedures of the Club, including the duties of each Executive Board position and the term limits of current Executive Board members.

The Chair, at least, must have a computer and printer in order to prepare the proposed slate.

Computers and email accounts are helpful to other Committee members to facilitate the workings of the Committee.

*Revised: March 6, 2014*