

DUTIES OF THE NOMINATING COMMITTEE

According to the By-Laws there shall be the following standing committees: Nominating, Education, Publicity, Membership, Social, Ways & Means and others as deemed necessary in fulfilling the purpose of the organization.

The nominating committee shall:

- a) Be responsible for the presentation of a slate of one to five names for each office, except the office of President and First Vice-President of the Kansas State Council.
- b) Consist of the First Vice-President, acting as chairperson, the senior past president of the Kansas State Council and not less than two other members who have been selected from members who have served on the state board for three years, one of which has been a chairperson of a committee.

As a member of the Kansas State Council Board of Directors you have voting power. All committees and their chairpersons have duties assigned to them by the President. These are not spelled out in the By-Laws therefore they may be altered to suit the needs of the current year.

OTHER DUTIES ASSIGNED

- a) Attend all four state council meetings and the annual state convention.
- b) You shall serve your committee and promote its specific projects. The chairperson will meet with you at the first of the year and make additional assignments for your year on the state board. You will assist with the plans, directions and duties of the committee you are assigned. This shall include writing material for the *Kansas Chapter Handbook*. The presentation of workshops the Annual State Convention may also be assigned. In the absence of the chairperson you may be asked to fulfill the duties of this office.

Nominating Committee Guidelines

- a) The following are guidelines and suggestions for the nominating committee to follow in order to insure a full slate of officers.
- b) The nominating committee shall place a slate of one to five names for each office except the office of President of the Kansas State Council.
- c) Each nominee will be notified of the nomination and be given an opportunity to select one of the following options:
 - Accept the nomination and remain on the ballot.
 - Reject the nomination by asking that their name be removed.
 - Accept the nomination but request to have their name placed in nomination for an office of their own choosing.
- d) The nominating committee shall make certain the candidates meet the By-Law requirements.
- e) In the event the nominee rejects the nomination by the designated deadline the committee shall exercise one of the following options.
 - Nominate someone else to fill the vacancy left by the nominee.
 - Leave the space vacant.
 - Give the other nominees an opportunity to that position on the ballot.
- f) All procedures currently prescribed by the By-Laws shall remain the same, all candidates shall use the same form, and the same deadlines shall be adhered to.
- g) It shall be made clear that although the nominating committee may not actively seek nominees for the offices of Second Vice President, it is appropriate for anyone who meets the qualifications, and wishes to do so, to run for these offices as well.
- h) It should be stressed that even though a member doesn't receive notification asking them to run for office, it should in no way deter them from seeking elective office.
- i) If notification in writing following is a sample checklist and letter.

Name: Date:

Please check the appropriate response and return this form to the First Vice President at the address listed below not later than _____

_____ I am pleased to accept the nomination for the office specified in the letter. I will fill out and return Intent to Nominate Form by the Winter State Council Meeting. I verify that I meet all the necessary qualifications to run for this office.

_____ I am pleased to accept the nomination to run for office on the Kansas State Council; however, I would prefer that my name be placed on the slate for the office of _____.

_____ I am unable to provide a response at this time, but I am definitely interested in the nomination. I will be able to give the committee an answer by _____.

_____ I am definitely interested in running for office on the Kansas State Council; however, at this time I will be unable to enter my name on the ballot. Please give my name consideration in the future.

_____ I am definitely not interested in running for an elective office on the Kansas State Council at this time or in the future. Thank you for the consideration of my name.

Some candidates may wish to keep the knowledge of their intention private until a time of their choosing, or until the announcement is made at the winter council meeting. If this is the case with you, I would appreciate you giving me this indication.

_____ I prefer that this information remain private.

_____ This information may be shared with other members of the committee and the general board.

Please return this completed form to:

(Name and mailing address of the First Vice President)

OR CONSIDER contacting by email and ask the Chair or Committee Chair to accept their appointment and respond by email. Example below:

_____, I am writing to see if you would consider being on the Convention Credentials Committee with ____ & _____. If you accept this position on the Kansas State Council, please respond to this email with your affirming email. Thank you for considering this and I appreciate you letting me know as soon as you can. Sincerely, _____, Kansas Incoming President.

(REVISED JANUARY 2013)