



## NOMINATING COMMITTEE RESPONSIBILITIES

Not later than March 1<sup>st</sup> of each year, the President appoints a Nominating Committee composed of three Section members. Traditionally, this committee is chaired by the senior Section Director and includes the junior Section Director and past President. The purpose of this committee is to nominate the ablest and most responsible candidates available for the following year's Elective Officers.

Beginning in the Spring, the Chairperson makes efforts through announcements in the Newsletter and at Section meetings to alert the Section membership of the fact that Elective Officers are being selected for nomination and urges all members to direct their suggestions to a member of the Nominating Committee.

As shown in Section 4.4 of the Section By-Laws:

Except for the office of Treasurer, the Nominating Committee shall nominate one or more qualified candidates for each office. The Nominating Committee shall nominate at least two qualified candidates for the office of Treasurer. Written consent to hold office must be received from each person nominated. The Nominating Committee shall transmit its list of nominees to the Secretary not later than August 15<sup>th</sup>.

Included with the list of nominees, the Secretary should be reminded to add the following blurb in the notice to the membership:

Additional nominations for any office may be made by petition, signed by not less than twenty-five voting members and representing at least three employment organizations. Each such petition shall be accompanied by the written consent of the nominee to run for the office for which nominated and must be received by the Secretary not later than September 30<sup>th</sup>.