

NOMINATING COMMITTEE

PURPOSE: The Nominating Committee is responsible for soliciting candidates interested in serving as officers of CMCA and for conducting the election of persons to the offices of Vice President, Secretary, Treasurer and Director. The Nominating Committee is also responsible for compiling the ballot packet and for conducting the election.

RESPONSIBILITIES:

1. Advertise for candidates.
2. Obtain candidate acceptances and biographical information.
3. Receive ballot question materials for inclusion in ballot packages.
4. Prepare and mail ballot packages.
5. Count ballots and announce results at the Annual Conference and provide a canvas of the election.
6. Review, at least biennially, the policies, procedures, guidelines, and regulations governing the activities of the committee and recommend updates and changes to them to the Executive Board.

NUMBER OF COMMITTEE MEMBERS: Three. (This number serves only as a guideline for the committee chair. The chair may appoint any number of members necessary to carry out the responsibilities of the committee.) The Past President serves as chair of the committee.

REPORTS REQUIRED: A final written report, including all activities for the year, is created for the business meeting held at the Annual Conference. Reports for all CMCA meetings should be sent, in duplicate, to the Secretary. The original of all reports will be preserved by the Historian.

The slate of nominees, the ballot as printed, and one copy of the ballot package should also be transferred to the Historian.

SPECIFIC ACTIVITIES:

1. Create call for nominations for inclusion in August Communique.
2. Obtain written acceptances from candidates. Certify slate of nominees to Executive Board 45 days prior to date of election.

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3. Create ballot package, which includes ballot, bio of candidates, explanation of questions, and return envelope. Mail to all persons eligible to vote 45 - 30 days prior to election. Candidates may choose to mail campaign literature if they desire.
4. Tally ballots prior to business meeting, and prepare a canvas of the election results.
5. Contact IIMC and CML with results of officer election.

BUDGET:

Refer to current budget for committee allocation amount.

NOTE: Elections procedures are contained in the Bylaws.

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