

NOMINATING COMMITTEE

I. STATEMENT:

The Nominating Committee consists of seven accredited members who are elected by ballot by the Board of Directors from at least twelve names nominated from the floor at the October General Membership Meeting of the second year of the biennium. All persons whose names are submitted must have given prior consent. The Immediate Past President is the advisor of the Nominating Committee; she has voice but no vote.

II. DUTIES:

- A. To select a chairman from among the members of the committee.
- B. To submit to the General Membership nominations for each office to be filled by the election.
- C. To serve on the Election Committee.
- D. To deliver a file containing all materials pertaining to the work of this office, including this job description to the Policy Chair.

III. PROCEDURES:

- A. Study the WSLC Bylaws and General Membership Standing Rules concerning the criteria for the selection of nominees for the elective offices of President-elect, first and Second Vice Presidents, Recording Secretary; Treasurer, Corresponding Secretary; Historian and the five Directors.
- B. Study the job description for each office and be prepared to give this information to each prospective nominee.
- C. Select nominees from accredited members, elected members, appointed members with the exception of the Immediate Past President, and accredited members who for sufficient cause has resigned during the current biennium.
- D. Choose nominees for the same office from the same political party, alternating between the two major parties each biennium with the exception of Second Vice President who is appointed according to the By Laws
- E. Obtain from the appropriate Affiliate Council name of the nominee for the office of Second Vice President.
- F. Prepare to submit to the Council three weeks before the biennial business meeting the nominations for each office to be filled by election. Nominations with the person's prior consent may be made from the floor.
- G. Post in a conspicuous place the names of all nominees for the benefit of all eligible voters. At the option of the Board of Directors names, biographical information and pictures may be printed in the bulletin.

IV. BIENNIAL REPORT:

A report of the Nominating Committee shall be submitted at the biennial business meeting. There shall be four (4) copies submitted, one (1) to remain with Policy Chair for the Past Presidents Board Handbook , and three (3) copies to be distributed to the President, Recording Secretary and Historian. .

FOR REFERENCE:

A complete set of the job descriptions is contained in the Executive Handbook which is in the possession of the President, President-elect, first and second Vice Presidents, Recording Secretary, Parliamentarian, Policy Chair and Immediate Past President.

Drafted August 2013

Adopted March 19, 2014