

Manual of Instruction

Section Name: Chairs

Section Number: 2.18

Title: Nominating Chair and Committee

Description: The Nominating Committee shall seek eligible and qualified women to run for State Office.

Structure of Committee: The State Nominating Committee shall consist of five (5) members. Two of whom shall be appointed by the President and three (3) of whom shall be elected from the floor at the Annual Conference. First and Second alternates shall also be elected at the Annual Conference to fill any vacancies.

Duties of the State Chair

- 1) Distribute after the Board of Directors Meeting or by electronic means (**i.e., send to the NYSW, Inc. Website and Communicator**), but prior to December 1st, to the Executive Committee, Standing and Special Committee Chairs, Region and Assistant Region Directors, Local Chapter Presidents and interested members the following:
(see samples Tool Kit numbered TK 2.18)
Note: the deadline for submitting forms to the Nominating committee is **March 1**.
 - Contact Information
 - Deadlines and Requirements
 - Official Candidate Data Form for Elective Office (aka nominating form)
 - Consent to Serve Form
 - Campaign Guidelines
- 2) Meet with Nominating Committee Members after the deadline to review completed Official Candidate Data Forms for Elective Office.
- 3) Prepare a slate of one or more nominees for the office of President, (only when the President wishes to serve a second term) ~~or when the office of President-Elect is vacant~~ President-Elect, First-Vice President, ~~Second Vice President~~, Recording Secretary, and Treasurer.
- 4) Inform State President of slate of nominees.
- 5) Immediately following the Nominating Committee meeting, send the nominees' data to **NIKE**, the web site and the Communicator.
- 6) Send letter to each nominee with a copy of the slate attached as well as a copy of the Campaign Guidelines.
- 7) Prior to Annual Conference verify that candidates are members in good standing.
- 8) Bring Consent to Serve forms as well as **nominee qualification form** to Annual Conference and be prepared for nominations from the floor.
- 9) Present candidates at first business session at Annual Conference.
- 10) Destroy endorsements and qualification materials after the close of the Annual Conference.
- 11) Turn over files to incoming Nominating Committee Chair.

Duties of the Region Chair

- 1) A Region Nominating Committee consisting of one (1) member from each Local Chapter in the Region, shall meet at the close of the ~~Fall~~-Region Meeting and elect its own Chair.

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- 2) Region Nominating Committee Chair shall send on or before November 1st _____ to the President of each Local Chapter in the Region a Letter outlining instructions, eligibility requirements and contact information, Region Nominating Endorsement Form and Consent to Serve Form. (see Tool Kit 2.18 for samples)
 - Region Nominating Endorsement Form signed by the Local Chapter President or Recording Secretary and the
 - Consent to Serve Form signed by the prospective candidate,
 - must be returned to the Region Nominating Committee Chair by no later than one month prior to the ~~spring~~ Region Meeting
- 3) Region Nominating Committee Chair to review returns with other members of the Region Nominating Committee and prepare a slate of one or more nominees for the office of Region Director and Assistant Director.
 - Nominees for Region Director and Assistant Region Director cannot be members from the same Local Chapter.
- 4) The Slate, together with nominee's qualifications, shall be sent to each Local Chapter President two weeks before the election/Region meeting.
- 5) Region Nominating Committee Chair shall give verbal report and present the candidates selected by the Region Nominating Committee and any nominated from the floor, at the ~~Spring~~ Region Meeting.
 - All Candidates present must have consented to serve.

Duties of the Local Chapter Chair

Local Chapters Bylaws provide for the election of the Local Chapter Nominating Committee Chair and Committee. This should be done at least two (2) months prior to their Annual Meeting.

- 1) The Local Chapter Nominating Committee should have an odd number of members.
- 2) The Local Chapter Nominating Committee selects nominees for officers required by Local Chapter bylaws, e.g., President, President-Elect, First and Second Vice Presidents, Recording Secretary, Corresponding Secretary and Treasurer.
- 3) Local Chapter Nominating Committee Chair presents slate at month prior to the Annual Meeting.
- 4) At the Annual Meeting, Local Chapter Nominating Committee Chair presents the slate. If your Local Chapter bylaws so indicate, paper ballots must be furnished to members present.
- 5) All candidates should have signed the Consent to Serve form (see TK 2.18 Local Chapter nominating Packet).

Financial Implications

See expenses allowed in State, Region or Local Chapter budgets.

Included in Toolkit

For more information go to:

- TK 2.18 State Office nominating Package
- TK 2.18 Region nominating Package
- TK 2.18 Local chapter consent form
- TK 3.07a Ballot sample

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Date of Board Approval: 4/22/17 **Proposed 4/21/18**
Effective Date: 4/6/2013

* Underlined passages denotes wording from the NYS Women, Inc. Bylaws Article IX, Section 1