



NEW YORK STATE WOMEN, INC.
NOMINATING COMMITTEE – Insert fiscal year

TO: Executive Committee Members
Standing & Special Committee Chairs
Region and Assistant Region Directors
Local Chapter Presidents
Interested Members

FROM: List name of Nominating Committee Chair and Vice Chair
List Name of Members of Nominating Committee
List Name of Alternate Members of Nominating Committee

This year's goal for the Nominating Committee will be to pursue nominations from the entire membership for the (insert fiscal year) Election. Please take an active interest in mentoring and endorsing prospective candidates for office this year. As committee members, we will provide the needed information to all the members.

Offices for President (only in a year when President-Elect position is vacant), President-Elect, Vice President, Secretary and Treasurer shall be elected. The following forms are available: Deadlines and Requirements, Campaign Guidelines, Official Data Form for Elective State Office, Consent to Serve.

CONTACT INFORMATION:

List Name and Address	List Name and Address
Telephone Number	Telephone Number
Email Address of Nominating Committee Chair	Email Address of Nominating Committee Vice Chair

List Names, Addresses, Telephone Numbers, Email Addresses
of (3) three Members of the Nominating Committee

List Names, Addresses, Telephone Numbers, Email Addresses
of the (2) two Alternate Members of the Nominating Committee



NEW YORK STATE WOMEN, INC.

CONSENT TO SERVE

(All candidates **must** sign this form)

The duties of an elected officer of New York State Women, Inc. include attendance at a minimum of four Executive Committee meetings a year; four board meetings including the pre-conference, post-conference meetings at the annual conference, and the **fall and spring** board meetings. Elected officers are also asked to serve as State Representatives to the fall and spring Region meetings.

I consent to serve as a State Officer if elected. I assert that I am able to give the required time to the duties of such an office and can foresee nothing in my health, personal or business affairs to prevent my serving.

I wish to be a candidate for the office of _____
President-Elect, Vice President, Secretary, Treasurer

I heartily support the goals and objectives of New York State Women, Inc.

Signature _____

Print Name _____

Date _____

Please return this form together with the Official Candidate Data Form for Elective State Office (Nominating Form) to:

Name _____
Nominating Committee Chair

Address _____

Email _____

Completed forms must be postmarked no later than March 1, xxxx



OFFICIAL CANDIDATE DATA FORM FOR
NEW YORK STATE WOMEN, INC. ELECTIVE STATE OFFICE
(Nominating form)

CANDIDATE FOR THE OFFICE OF

President-Elect, Vice President, Secretary, Treasurer

PERSONAL DATA:

Name: _____

Address: _____

Telephone Home: () _____

Telephone Cell: () _____

Email: _____

Business or Profession: _____

Current NYS Women, Inc. Office (if any) _____

Please describe the following in narrative form (not to exceed 300 words).

- 1) Positions Held (State Federation, Region, Chapter) Include dates in which these Offices and Chairs were held
- 2) Achievements in New York State Women, Inc. – briefly state outstanding accomplishments while an Officer and/or Chair
- 3) Business or Professional Experience - Include current position (give title or describe briefly), former positions and outside activities

Consent to Serve

Proposed or endorsed candidates must sign and return the form declaring their commitment to elected office.

Requirements and Deadlines

- The completed **Consent to Serve Form** and the completed **Official Candidate Data Form** must be returned to the Nominating Committee Chair (list name) postmarked no later than insert date of one week after the spring Board of Directors Meeting.
- As Nominations can come from the floor of the Annual Conference during the first business session, completed **Member Data Forms** and **Consent to Serve Forms** along with **verification that a candidate is a member in good standing**, must be presented to the Nominating Committee Chair **before** the first business session is called to order.
- Candidates must be members in good standing, qualified in accordance with the New York State Women, Inc. Bylaws and officially and publicly support the state legislative and advocacy platforms. The Nominating Committee Chair is to be given evidence that the candidate is a member in good standing for the year in which the candidate is running before the pre-conference Board Meeting.
- No member can be a candidate for more than one office
- A narrative and photo must accompany the Member Data Form. Candidate photos will be used in NIKE (preferably Black and White) and at the Annual Conference. Photos may also be used in the Communicator and posted on the New York State Women, Inc. website.
- The Nominating Committee will review all candidate proposals and qualifications. Consideration to geographical location of candidates will be given.

Responsibilities of Elected Officers

This information may be found in the New York State Women, Inc. Bylaws as well as the Manual of Instruction. Please feel free to contact any Nominating Committee member with questions, requests for information or nominating forms.

Campaign Guidelines

- Candidates must abide by the Campaign Guidelines
- A candidate's expenses should not exceed \$500. The candidate will submit a statement of expenses incurred to the Nominating Committee Chair prior to the New York State Women, Inc. Pre-Conference Board meeting. A final report of expenses may be submitted by the close of the Conference.
- Only one (1) paid ad per candidate may be placed in NIKE – said ad may be up to one full page.
- Pictures and biographies of all candidates shall be posted in a designated area of the Conference Center provided by the Nominating Committee.

NOTE:

Evidence of membership in good standing as of the day of the Annual Conference shall be verified