



NEW YORK STATE WOMEN, INC.
NOMINATING COMMITTEE – 2016 - 2017

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

FROM: Amy Kellogg, Chair; Ramona L. Gallagher, Vice Chair
Margherita Clemento, Helen Rico, Linda Winston, Members
Colleen Ostiguy, Neale Steiniger, Alternate Members

This year's goal for the Nominating Committee will be to pursue nominations from the entire membership for the 2016 - 2017 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-Elect, Vice President, Secretary and Treasurer shall be elected. The following forms are available: Deadlines and Requirements, Official Candidate Data Form for Elective State Office (aka nominating form), Consent to Serve, Campaign Guidelines.

CONTACT INFORMATION:

Amy Kellogg, Chair
518-265-5228
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MMistymo@aol.com

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Helen Rico
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Linda Winston
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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 (fall, winter, pre-conference, post-conference). Elected officers are also asked to serve as State Representatives to the Fall and Spring Region meetings (if required).

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 heartily support the goals, objectives, legislative and advocacy platforms of New York State Women, Inc.

Signature _____

Print Name _____

Date _____

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

Amy Kellogg
NYSWI Nominating Committee Chair
625 Western Avenue
Albany, NY 12203
Or email to ajkellogg@aol.com

Completed forms must be postmarked no later than March 21, 2016

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

The _____ Chapter of New York State Women, Inc.
endorses (Name of Person) _____ for New York State
Women, Inc. elective office of _____.

Signed: _____
Local Chapter President or Recording Secretary

Date _____

PERSONAL DATA:

Name: _____

Address: _____

Telephone Home: () _____

Telephone Cell: () _____

Telephone Business: () _____

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, Region, Chapter) Include dates in which these Offices and Chairs were held
- 2) Achievements in New York State Women, Inc. (formerly NYS BPW) – 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

Deadlines

The Consent to Serve Form and the Official Candidate Data Form (aka nominating form) must be returned to the Nominating Committee Chair (Amy Kellogg) postmarked or emailed no later than March 21.

As Nominations can come from the floor of the Annual Conference during the first business session, completed Nominating 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.

Consent to Serve

Proposed or endorsed candidates must sign and return the form declaring their commitment to elected office and their public support of the Legislative and Advocacy Platforms.

Official Candidate Data Form for New York State Elective Office (aka Nominating Form)

This form must be returned with the Consent to Serve Form. Proposed or endorsed candidates must be members in good standing and qualified in accordance with the New York State Women, Inc. Bylaws. A narrative and photo must accompany the Nominating Form.

The Nominating Form requires the signature of a Local Chapter President or Recording Secretary. Keep in mind that this form must specify the office for which the candidate is proposed or endorsed and no Local Chapter can propose or endorse more than one candidate for a particular office in a given year.

Candidate photos will be used in NIKE (preferably Black and White) and at the Annual Conference. Photos may also be used in the state newsletter and posted on the New York State Women, Inc. website. Photos will be returned upon completion of the Annual Conference.

Collective Information

No member can be a candidate for more than one office

Candidates must abide by the Campaign Guidelines

All members of the New York State Women, Inc. Board of Directors (Elected Officers, Region Directors, Standing Committee Chairs) must be a member in good standing and officially and publicly support the state legislative and advocacy platforms.

Candidates for Region Director and Assistant Region Director must be a member in good standing of a local chapter for at least two years and shall have served as a local chapter president for at least one year.

Candidates for Secretary, Treasurer must possess skills commensurate with the responsibilities of their office.

The Nominating Committee will review all candidate proposals, endorsements 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

A candidate's expenses should not exceed \$500. The candidate will submit a statement of expenses incurred, to date, to the Nominating Committee Chair prior to the New York State Women, Inc. Pre-Conference Board meeting. The 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.

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, after May 1st, but before the Pre-Conference Board Meeting (see note below).

The Nominating Committee Chair must publicly verify that the candidate is present at the first business session as this is the time and place that members will be given the opportunity to question the candidates on the issues.

Informal social visits with candidates may occur at a reception. The cost of the reception must be considered as part of the candidate's \$500 campaign fund.

NOTE: Evidence of membership in good standing as of the day of the Annual Conference shall be verified by the possession of a membership card for the current year or a letter signed by the Local Chapter Treasurer stating dues have been received by the New York State Women, Inc. for the current year.

OFFICIAL CAMPAIGN EXPENSES FORM FOR
NEW YORK STATE WOMEN, INC. ELECTIVE STATE OFFICE

Per the campaign guidelines, I hereby certify that I did or did not (circle one) have any campaign expenses for my campaign this year. If I did, they are itemized as follows:

Expense Description:

Expense Amount:

Date:

Print Name

Signature

Please return to Amy Kellogg, Chair
2016 – 2017 Nominating Committee