

NOMINATING COMMITTEE CHAIR

Term of Office

One year position beginning at the initiation of the fiscal year of the Association. Three members of Michigan Academy will compose the Nominating Committee: the Nominating Chair, which is filled by Michigan Academy's immediate Past President, and the two members elected by the general membership on the Michigan Academy ballot.

Criteria for Position

1. Immediate Past President of Michigan Academy.
2. Availability of time for performance of duties of position for one year.

Organizational Relationships

1. Accountable to the membership of the Association.
2. Accountable to the President and the Board of Directors.

Bylaws Description of Responsibilities

1. Serve as a member of the Board of Directors with voting privileges.
2. Coordinate the activities of the Nominating Committee to formulate a ballot according to the guidelines of Article IX of the Michigan Academy Bylaws.
3. Conduct a special meeting of the Nominating Committee to nominate two [2] candidates for the office of President-elect, should this position become vacant.

Specific Responsibilities (All dates are subject to change and will be established at the beginning of the term by Nominating Chair, President, and Executive Director)

1. **Member of Board of Directors**
 - a. Attend all meetings of the Board of Directors, as schedule allows.
 - b. Confirm list of all positions to be filled by election with the President and/or Board of Directors by July 1.
 - c. Request input on potential candidates for each office from the members of the Michigan Academy Board of Directors prior to or at the July meeting.
 - d. Submit written report of the status of the formulation and processing of the official ballot at each meeting of the Board of Directors.
2. **Soliciting Candidates for Each Office –**
 - a. Review the final report of the previous Nominating Committee by July Meeting.
 - b. Review the guidelines of ballot formulation in Article IX – Nominations and Elections of the Michigan Academy Bylaws before the July meeting.
 - c. Formulate a list of all offices to be filled by election prior to the July meeting.
 - d. Consult with the President, Michigan Academy Institute regarding needed number of open Trustee positions prior to the July meeting.
 - e. Contact [by phone and/or e-mail] Nominating Committee members to discuss responsibilities and meeting dates prior to the July meeting.
 - f. Send by (email or regular mail) the nomination form for all open positions to the Board of Directors with requested return by **August 15 or mid-August.**
 - g. Place a notice for nominee solicitation and submission process on the Michigan Academy Web site and in the Michigan Academy Link Summer Issue with a deadline of nominations by **August 15 or mid-August.** Write (or delegate to a committee member) brief Nominating Committee article for each issue of the LINK.
 - h. Compile a list of nominees from all sources for each open position.
 - i. Discuss and screen nominees in terms of known qualifications for the nominated positions with the Nominating Committee by conference call by **August 15 or mid-August.**
 - j. A nominating committee member must fulfill the obligation to the term unless relocating to another state, and may not step down to run for another office until completion of the term.

- k. Send to each selected nominee, via e-mail or regular mail, a memo that includes description, specific responsibilities, and approximate time commitment of the position, form for agreement or denial for placement of name on the Michigan Academy ballot, biographical form, and responses to ballot question[s] by **September 1, or mid-September with October 1 response deadline or mid-October.**
- l. Screen the biographical data for each candidate in terms of meeting the qualifications for the position by conference call with the Nominating Committee by **October 15 or mid-October.**
- m. Compile list of official nominees, and if necessary, seek additional nominees from all sources until appropriate number of qualified candidates is obtained for each position by **October 15 or mid-October.**
- n. Consult with the Michigan Academy Board of Directors regarding the finalized list of nominees for the positions to be filled.
- o. The Board of Directors will vote on the approval of the ballot at the October or November meeting or by evote if necessary by the end of November.
- p. In the event that the office of President-elect becomes vacant, prepare a special slate, using the above procedures as expeditiously as possible.

3. **Preparation of Official Ballot for Printing and Distribution**

- a. The Nominating Chair will work with the Executive Director on the layout and design of the ballot and check for accuracy before granting approval to move forward with posting on the website. The Executive Director oversees the posting of the ballot and communication of posting to the membership.
- b. The Webmaster will receive the ballot from the Executive Director and will set up the process for online voting.
- c. The Nominating Chair will place a reminder notice to the Michigan Academy membership in the Michigan Academy E-newsletter and the Webmaster will place notice on the Michigan Academy Web site regarding ballot submission process and deadline.
- d. The ballot will be made available to the members on the Michigan Academy website no later than the end of January. The ballot deadline for voting is March 2 or consistent March date with the Academy ballot deadline.

4. **Official Voting Period**

- a. The Membership will be given a period of thirty (30) days to vote online.
- b. The webmaster will automatically verify the electronic ballot to assure they are dated by the deadline date and will verify membership by the inclusion of the member's Academy number.
- c. Within seven (7) days of the voting deadline date the Webmaster sends a cumulative electronic report of the final election results (excel file of voting results) to the Michigan Academy President with a copy to the Nominations Chair and Executive Director. The President notifies the Nominating Chair that the candidates have been informed once this is completed.
- d. In the event of a tie vote for an office, the election will be determined by a formal coin toss done in the presence of members at a face to face district, DG or Michigan Academy meeting closest to the election.

5. **Candidate Informing Process**

- a. The Executive Director will prepare the candidates' postal mail envelopes to send to the President who will then send out written notification to all candidates.
- b. The Nominating Chair will submit article denoting election outcomes to the Michigan Academy Link Spring Issue and to the Michigan Academy Web site after the candidates have been informed of the results.

6. Orientation of Nominating Committee

- a. Review nominee solicitation processes, qualification screening procedures, candidate data form distribution and collection processes, and candidate informing procedures with committee at beginning and throughout term.
- b. Assign and oversee committee assignments as contacting potential nominees to determine ballot commitment, verifying eligibility of candidates in terms of position criteria, and drafting biographical data and question response[s] of candidates for the official ballot,

7. Development of Future Strategic Plan and Budget

- a. The Nominating Chair (as the Past President) will serve as a member of the Strategic Plan Work Group, which will be chaired by the President-elect, to develop the proposal for the Michigan Academy Strategic Plan for the upcoming Association year.

8. Michigan Academy Records

- a. Maintain the current Nominating Committee files in an organized fashion.
- b. Maintain all materials for at least one year of records on a flash drive and pass on to the Incoming Nominating Chair (Immediate Past President).

Manual – Nominating Committee Chair

1994, 1997, 2002, 2008 Revised/Amended at the September 2008 BOD Meeting, Revised July 18, 2009 BOD Meeting, Amended by BOD July 10, 2010 BOD Meeting, Revised 2/2013; Revised 7/2014, Revised, BOD Meeting February 2015, Revised, BOD Meeting December 2015