

Nominating Committee

Purpose

To implement those processes by which members of the Administrative Board of NCBEA are placed on the board according to the constitution and policies and procedures of the Association.

Membership of the Committee

The committee shall consist of five persons as follows the immediate past president, and four additional current and/or former Administrative Board members. The immediate past president shall serve as chair. Each member of the committee has one vote.

If one of the members of the Nominating Committee becomes a nominee for an office in NCBEA in the year the member is serving on the committee, the president shall appoint a replacement for that member when individuals are being considered for the office for which the original committee member is a nominee.

Duties of the Committee

The committee shall:

1. Assist the chairman in the preparation of a budget request.
2. Assist the chair in the preparation of a report to be presented to the Administrative Board, outlining the proposed schedule of activities of the committee.
 - a. Assist the chair in the preparation of a written/electronic report to be presented to the Administrative Board. This report shall include:
 - b. A review of the procedures used by the committee.
 - c. The number of nominations received for each office to be filled.
 - d. The names of the candidates that will appear on the spring ballot for each office to be filled.
3. Assist the chair in the preparation of an oral report of the work of the committee for presentation at the NCBEA business meeting. This report shall include:
 - a. A review of the procedures of the committee,
 - b. The number of nominations received for each office to be filled,
 - c. The names of the candidates appearing on the ballot, and the deadline date for voting.
4. Implement the Nominations Procedures and the Selection Procedures detailed on the following pages.
5. Complete other tasks as directed by the president or Administrative Board.

Nomination Procedures

1. In July, the committee chair shall determine the offices to be filled by election.
2. The qualifications for candidacy for each office to be filled shall be reviewed by all committee members in July. The following qualifications have been adopted by the NCBEA Administrative Board.
 - a. President-Elect: candidates must be current members of NBEA and have at least one full year of prior membership on the Administrative Board.
 - b. NCBEA Regional Membership Director candidates must be current members of NBEA and have served at least one term as a state membership director on the NCBEA Administrative Board.
 - c. For all other elected positions on the Administrative Board, candidates must be current members of NBEA
3. In September, the committee chair shall send announcements of the NCBEA positions to be filled by election for that fiscal year. These announcements shall be sent to the following groups of persons and included in the Fall issue of the NCBEA newsletter, but not limited to these groups:
 - a. NCBEA state association presidents.
 - b. NABTE colleges and universities in the NCBEA region.
 - c. NCBEA Administrative Board members.
 - d. Additional announcements may be sent to other persons as identified by the members of the nominating committee.
4. The following materials shall be enclosed with the announcements.
 - a. Official nomination form (completed by nominator).
 - b. Official agreement form (completed by the nominee for office). The agreement form indicates that the nominee must submit a resume along with the form.
 - c. Both forms and the resume are returned to the chair by a date established by the chair of the nominating committee.
 - d. Additional nomination forms may be copied by the nominator.

Duties of the Chair

The chair shall:

1. Work with the treasurer to prepare a budget request.
2. Monitor the work of the committee to see that it progresses satisfactorily.
3. Manage the financial matters of the committee.
4. Submit written/electronic reports and present oral reports to the Administrative Board and at the business meeting as directed by the president.
5. Maintain a file of materials pertaining to the activities of the committee to be forwarded to the succeeding chair.
6. Develop timeline for nomination/election process.
7. Provide newsletter editor with call for candidates, job descriptions, nomination forms, and nomination agreement forms.
8. Prepare descriptions of nominees' biographies and possible ballot for newsletter.

9. Secure a method of voting.
10. Following the deadline for voting, verify the winners of each category.
11. Contact the winners, the other nominees, and the Administrative Board.