

Tacoma (WA) Chapter-Bylaws Committee

Nominating Committee Guidelines

*Election of Officers and Nominating Committee*

I. **Preparing for Election of Officers**

1. The Chapter shall elect by ballot the following officers: President, Vice President, Recording Secretary, Corresponding Secretary, Financial Secretary and Treasurer.

Article IV, Section I A.

1. Officers may serve for up to two consecutive terms, except the Treasurer, who may serve one-year renewable terms after serving two consecutive terms.

Article IV, Section I E.

1. Elections are held at the March meeting. Article IV, Section I D
2. Notice of an election must be sent to Membership at least ten (10) days before the election. Article IV, Section I C
3. Officers are elected by majority vote of those present and voting.

**II. Preparing for Election of Nominating Committee Members**

1. The Nominating Committee is elected immediately after election of officers in March.
2. The Nominating Committee serves for a period of two years.
3. The Nominating Committee consists of an odd number of members, no fewer than five (5). The Chairman of the Nominating Committee is elected by committee members.
4. The Chairman should be elected shortly after the election has occurred.
5. If a **vacancy** occurs, on the Nominating Committee, an election to fill the vacancy should be held at the **next** Chapter meeting.

**III. Duties of the Nominating Committee**

1. The Nominating Committee certifies all candidates for election. Certification shall include verification of eligibility and qualifications of candidates to hold office.
2. The Nominating Committee is responsible for verifying that a candidate meets the requirements for office. For example, the Nominating Committee confirms with the Secretary and/or Membership Chairman that the candidate has met all requirements, such as attending the Western Area Conference or National Assembly; is current with dues and assessments, meets the 1 in 5 requirement, possesses leadership skills, has completed Ethics training and certification, etc. Article IV, Section 2 (P. 13)
3. The Nominating Committee will confer with the appropriate officers, including the Vice President, Recording Secretary and Treasurer for verification of eligibility for office.
4. The Nominating Committee should review Chapter policies and procedures, including Chapter Bylaws and Ethics policies and procedures.

**IV. Important Timelines for the Nominating Committee**

1. During the **November meeting** preceding an election year, the Nominating Committee will make a presentation to the Chapter regarding the qualifications and duties of each office. (This was done at the January Business Meeting this year)
2. At the **February meeting**, the Nominating Committee presents the names of nominees for office.
3. At the **March meeting**, the election is held.
	* 1. The Nominating Committee reports first on nominees for chapter office.
		2. The Nominating Committee next reports the names of members nominated for the Nominating Committee.
		3. The Nominating Committee’s duties are discharged once it completes its report.

**V. Script for Presentation of the Nominating Committee’s Reports**

The following is a guide to assist in the presentation of the Nominating Committee Reports during the February and March meetings.

1. Nominating Committee Chairman: **Chapter Officers**
2. Madam President, the Nominating Committee submits the following nominations:
	1. For the office of President: Nominee A[[1]](#footnote-1)
	2. For the office of Vice President: Nominee A
	3. For the office of Recording Secretary: Nominee A
	4. For the office of Corresponding Secretary: Nominee A
	5. For the office of Financial Secretary: Nominee A
	6. For the office of Treasurer: Nominee A
3. This concludes the report of the Nominating Committee for the election of officers for 2024-2026 term.
4. Nominating Committee Chairman: **Nominating Committee Members**

The next order of business is the election of members of the Nominating Committee.

The Nominating Committee should have a minimum of five (5) members.

**Script:**

1. Madam President, the Nominating Committee submits the following names in nomination for the Nominating Committee:
	1. Lists names—Link 1, Link 2- Link 3, Link 4, Link 5
2. This concludes the report of the Nominating Committee for election of the

20XX-20XX Nominating Committee.

**VI. Preparation of the Ballot**

1. The Nominating Committee prepares the ballot for voting. Officers are listed on the ballot in the same manner they appear above.
2. If there is more than one nominee, the names are listed alphabetically.
3. After each office, a blank line appears for write-ins.

**VII. The Election**

1. After the Nominating Committee report is presented, Madam President appoints a Teller’s Committee---three (3) active members who are not on the ballot.
2. While the ballots are being counted, Madam President may elect to resume the business of the meeting or call a recess.
3. The Tellers Committee presents the results to Madam President. Madam President announces the results of the election.

Respectfully Submitted,

**Tacoma (WA) Links Bylaws Committee**

Constance Lassiter

Kay Wilson-Kirby

Joan Ray

Denise Robinson

Tracy Flood-Harris

Iris Williams West, Co-Chairman

Stephanie Croom Williams, Chairman

1. If there is more than one Nominee for the position, all names are read in alphabetical order during the report. [↑](#footnote-ref-1)