

THE SOUTHEAST SECTION OF THE NINETY-NINES STANDARD OPERATING PROCEDURES NOMINATING COMMITTEE

GENERAL

The Nominating Committee is responsible for finding eligible candidates for SE Section Offices. A Governor, Vice-Governor, Secretary and Treasurer, two Directors, and three Nominating Committee members will be elected every two years in odd-numbered years.

As soon as the Nominating Committee is elected, even before taking office, the committee members must decide who will be the chair. The members may use any method they wish to make this decision. You may ask who is willing to serve and then have the members vote on those specific members. There may be only one member willing to serve as the chair. If that is the case, with the consent of the committee, that member will be the chairman. If there is a vote necessary, the outgoing Nominating Committee Chair will help. In absence of any other method, the incoming member of the nominating committee receiving the highest number of votes shall be chair.

After the chair is determined, put together a current and complete contact list for the committee. Have each committee member specify which form of contact they prefer: phone, fax or email. While email is the easiest and cheapest, not all members may have email or use it frequently or proficiently. And not all members may have a fax. You will likely have a mix of communication methods for the members.

NOMINATING COMMITTEE CHAIR

The Nominating Committee chair is responsible for ensuring timely, accurate and complete information to all members of the committee. While many members may choose to communicate with the Chair, the Chair should then turn around and pass the information on to all members of the committee. An informed committee will work more efficiently.

The Nominating Committee Chair should not make any unilateral decisions. All decisions should be made with the consent of the entire committee, or at least a majority of the committee. The organization elected a committee of three; the chair is mostly responsible for ensuring that everything is completed on time.

PROCEDURES

Upon Election

The Nominating Committee assumes office at the end of the Spring Annual Meeting immediately upon installation. As soon as the committee has been elected and a chair has been chosen, review these SOPs and the Nomination form. Copies of these forms can be found on the SE Section web site at www.SESection99s.org. Ensure that the Nomination form reflects any changes made to the bylaws/standing rules as result of the Annual Meeting.

Main Election

1) Review the Nomination form again. Make any necessary changes and be certain to include the deadline for returning the form.

2) Get the Nomination Form and instructions to the webmaster for inclusion on The SE Section 99s website.

3) Get articles in the Flightline, beginning at least 3 months before the election. Let them know that the Nomination Form is available from each of the Nominating Committee members (include email and phone numbers in the article) and on the website. Check the *Flightline* for deadlines.

4) Send the Nomination form and instructions to all Chapter Chairs to be distributed to Chapter Members.

5) Committee members start distributing the Nomination Form to potential candidates to fill the available positions which are:

Governor
Vice Governor
Secretary
Treasurer
Directors – 2 members
Nominating Committee – 3 members

6) Check qualifications with Headquarters (current active membership) of all candidates and make sure they are qualified for the office they seek in accordance with the bylaws and standing rules. Make sure they have submitted a complete package as stated on the Nomination form. All qualified candidates will go on the slate.

7) If insufficient candidates have filed to fill open positions by the deadline, then the committee must go into overdrive to find candidates. Revisit members who were undecided before. Additional Candidates must complete a Nomination form.

8) The deadline to submit a slate to the Immediate Past Governor for accuracy review is two weeks prior to the ballot mailing date. Ensure a digital draft copy goes to each candidate to check for accuracy of name spelling and chapter affiliation. At this point, the ballot is created and sent to the SE Section members.

9) No more than one member from each Chapter may be on the ballot for the Nominating Committee members. If there are no candidates for Governor who have served one term on the Board, then other candidates for Governor who have the same qualifications as the other executive officers can be included on the ballot.

10) The Tellers Committee shall be appointed by the Governor with recommendations made by the Nominating Committee.

11) If the committee decides to use electronic voting, they should distribute information about the electronic voting process at least one month before the elections begin, so members have the option of receiving a written ballot, if desired. Sending an email blast with this information will highlight potential ballot delivery issues using email. Each member MUST have either a valid email address or mailing address on file with International on the date of record (usually the date before ballots are distributed), or the member will not be eligible to vote in the election.

12) Prepare Ballots: Once the slate of candidates is complete and reviewed by the Immediate Past Governor, or any past Governor not running for Section office, the Nominating Committee must prepare the ballots.

a) Ballots shall contain the names of all eligible candidates under their respective position for which they intend to seek office. The committee will agree on order in which candidates are listed, whether by alphabetical last name, in the order her nomination form was received, or other method.

b) Ballots shall have a line for write-in candidates for each office as well as the Nominating Committee.

c) Ballots shall be mailed/mailed (via Survey Monkey or the like) to all eligible Section members no later than six weeks before the spring section meeting which occurs in odd-numbered years. The final date for the return of the ballots shall be clearly marked on the ballot and shall be no later than two weeks before the spring section meeting.

Be aware that International's election cycle for Directors candidates may overlap SE Section's, and section members may have questions about which ballot is for which 99s officers.

d) Any ballot received after the deadline for return shall be considered VOID.

13) Ballots shall be counted by the Teller Committee and the results are to be given to the BOD no later than one week after the Election Closing deadline. The ballots shall be held in safe keeping until the Fall Section Meeting. If there are no challenges to the election, the first order of business by the Governor shall be a call for the destruction of the ballots.

14) The Nominating Committee Chair shall submit the expenses of the Nominating Committee to the Section Treasurer for prompt reimbursement.

SUGGESTED STRATEGIES FOR FINDING CANDIDATES

The best place to start looking for candidates is the current Board. Talk to each one and see if they are interested in moving up the chairs. In the case of Secretary and Treasurer, see if they are interested in a second term in their respective offices or moving up.

Also, check with candidates who have been unsuccessful in past elections since they may be interested in running again.

AT THE END OF YOUR TERM

At the end of your term as a Nominating Committee, review these SOPs and make any necessary changes. Submit revisions to the Board of Directors for approval. Rewrite them if you feel necessary. Regardless, make sure everything is in order and ready to give to the next Nominating Committee.

Observe the Golden Rule: *Do unto others as you would have them do unto you.*
Give the next Nominating Committee every bit of help you can.

BYLAWS AND STANDING RULES

Review the applicable bylaws and standing rules for the entire election process. It is in your best interest to be familiar with them!