

# SWNI Nominating Committee

As per SWNI Bylaws:  
Article V., Section 2

At the regular board meeting in February a Nominating Committee of three (3) members shall be appointed by the president and approved by the SWNI Board. It shall be the duty of the committee to nominate candidates for the offices to be filled at the May SWNI Board meeting. The nominating committee shall report the slate of candidates at the regular board meeting in April. Before the election at the regular May meeting additional nominations from the Board members shall be permitted. Newly elected officers shall serve for a term of one year beginning June 1<sup>st</sup>.

## **Recommended Operating Procedures:**

The Nominating Committee should designate one member to serve as committee chair. The chair will be responsible for the overall leadership of the committee; set meeting dates and facilitate committee meetings; and present reports and recommendations to the SWNI Board.

The committee is charged with seeking candidates for the following SWNI Executive Committee positions: President, First Vice-President, Second Vice-President, Recording Secretary, and Treasurer.

Ideally, the committee would present two or three candidates for each position to the board in April. If the committee has exhausted all avenues and cannot meet this goal, members should not feel they have not done their job. The important goal is to inform all interested parties about the election and ask their opinion/interest regarding future leadership for the organization.

- Committee members should contact current executive committee officers, board members, neighborhood association chairs, and standing committee chairs while seeking nominations. A contact list is available from the SWNI office.
- Committee members should share information about the positions open and their respective job descriptions. Job descriptions are printed in the SWNI bylaws. Copies should be available to committee members and nominees.
- While making calls, committee members should not only ask if an individual is interested in serving as an officer, but if they know of any interested individuals that the nominating committee should contact.
- Committee members should meet one, or more at their discretion, after their initial meeting, to review information gathered and evaluate the committee's progress.
- The SWNI Executive Director is designated as staff to the committee and can provide assistance or resources needed by the committee.
- The committee's final responsibility shall be to give a report at the May SWNI board meeting. It will then be the president's responsibility to conduct the election of officers.