

Nominating Committee

General

The Chair is appointed by the President. The committee consists of a committee member from each state; each member could be a current state representative, a former state representative, or a current board member from that state.

The Chair should have served on the committee at least one year. When possible, the Chair should be appointed from one of the second year committee members to serve a third year on the committee.

The committee nominates two candidates for Vice-President/ President-Elect and two for Recording Secretary.

Post-Conference Duties and Activities

1. The Chair of the committee should review the Nominating Committee Procedure Manual for a calendar, specific forms and resources for guiding the nomination process. (See the link to the Nominating Committee Home Page below.)
2. Following appointments by the President, the Chair solicits names of potential nominees from committee members. In lieu of a meeting, members participate in confidential discussions and tentative recommendations through conference calls and correspondence. Potential nominees are not notified that they are being considered.
3. All candidates must be current members of the Association at the time of nomination.

Pre-Conference Duties and Activities

1. When consensus of the committee is reached, the Chair contacts each candidate in the order determined by the committee to request acceptance of the nomination and formal consent for the name to go on the ballot. The Chair also notifies committee members when nominations have been accepted.
2. The Chair is responsible for explaining the term of office and directing possible candidates to information about the role and duties that the office entails, and professional expenses that may need to be covered.
3. Prepares and sends to Executive Secretary and Webmaster master copies of official ballots for General officer candidates at least four months prior to the first day of the annual conference. The election will be electronic and is conducted by the Webmaster and the System Administrator.
4. The count of the Electronic ballots is validated jointly by the System Administrator, the Chair of

the Nominations Committee and the Executive Secretary.

5. Candidates are notified of the outcome by Chair of the Nominations Committee.
6. The committee provides information about all candidates to the Newsletter Editor so that it is available to members prior to the voting period, normally at least four months prior to the first day of the annual conference.

Conference Duties and Activities

1. Reports election results to Executive Board and to membership at annual meeting (Executive Secretary notifies all candidates of election results prior to annual meeting).
2. Transfers pertinent committee records and documents to incoming Chair when appointed.

For nomination procedures and forms, refer to the Nominating Committee Procedures Manual - <http://mpla.us/documents/bylaws-and-manual-of-procedure/standing-committees/appendix-d-nomination-form-and-procedures.pdf>