

	FMCA POLICIES AND PROCEDURES	INDEX NO. 4008	APPROVAL LEVEL GB
	SUBJECT Nominating Committee Election and Responsibilities	EFFECTIVE 8/12	SUPERSEDES 8/11
	SPECIAL DISTRIBUTION Nominating Committee		

POLICY

The Governing Board shall elect a Nominating Committee with responsibility for providing either a single or multiple candidate slate for the President, Senior Vice President, Secretary, and Treasurer along with verification that all nominees have consented to serve if elected.

PROCEDURE

Committee Composition

1. The Governing Board shall, in even-numbered years, elect the five members of the Nominating Committee Elect by mail ballot.
2. The Nominating Committee Elect shall commence their term of service as the Nominating Committee after the Annual Membership Meeting in which the President, Senior Vice President, Secretary, and Treasurer are installed.
3. Full Members, Full Lifetime Members, and Life Members, who are not incumbent National Officers and who are eligible to vote under the Bylaws, are eligible to serve on the Nominating Committee.
4. Any member of the Nominating Committee who seeks office or shares an FMCA membership with an individual seeking a position on the Executive Board shall recuse himself or herself from all discussion and deliberation regarding that position.
5. The Nominating Committee cannot campaign for any candidate.

Nomination and Election Procedures

1. The President shall request each Area Vice President to provide the names of two members as nominees from his/her area. The President shall, within ninety days after the Annual Meeting in even numbered years, present to the Governing Board a slate of ten nominees from the list, one from each area, for the Nominating Committee Elect. A return mail ballot shall be enclosed with the names of the ten nominees.
2. The ballot shall have provision for writing in the names of other eligible members.
3. Said mail ballot shall be conducted by the President without prior approval of the Governing Board or the Executive Board.
4. The Governing Board shall elect the committee from a multiple candidate slate presented by the President, with the candidates receiving the five highest vote totals being elected to the Nominating Committee Elect. When necessary in case of tie vote(s), run off election(s) shall be conducted between the candidates involved in the tie(s).



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5. The member receiving the highest number of votes shall serve as committee chairman.
6. If, for any reason, an elected committee member resigns, refuses, or is unable to serve, the nominee who received the next highest number of votes shall accede to that position. If, for any reason, the chairman resigns, refuses, or is unable to serve, the committee member who received the next highest number of votes shall accede to the position of chairman.

Nationally Elected Officer Nominating Procedure

1. Approximately eight months prior to the elections, a letter shall be sent from the Nominating Committee to Executive Board members, chapter presidents, national directors, alternate national directors, and former Executive Board members who have served in the past two years requesting assistance in referring members who are qualified and will accept nominations for the four nationally elected offices.
2. A copy of the signed consent form and resume for each nominee shall be mailed to each member of the Nominating Committee by the national office at least 30 days prior to conducting interviews.
3. The National Office will provide:
 - A. Staff support in the national office.
 - B. Calendar of timelines for the committee's work.
 - C. Incidental expenses will be allowed as determined to be appropriate by the chairman and as approved by the Treasurer. No travel reimbursement for nominees will be allowed. Conference calls will be funded by the national office. Individual committee members may be reimbursed for long distance calls if deemed necessary by the chairman.
4. Prior to conducting candidate interviews, the Nominating Committee shall meet to discuss and agree on interview questions to be posed to the candidates. Questions shall be agreed by a majority of the committee members and shall be appropriate to the office sought by the candidate.
5. The Nominating Committee shall meet to conduct interviews face to face, by conference call, or a combination. Each member of the Nominating Committee is eligible for reimbursement of travel, campground fees, and tolls to and from home to the convention site, and per diem for travel not to exceed \$500 for the purpose of face to face interviews.
6. Immediately upon completion of interviews the Nominating Committee will select a slate of candidates. The Nominating Committee Chairman shall notify the candidates of their selection or non selection to the slate of officers at that time.
7. The Nominating Committee shall certify by a report filed with the Governing Board, through the President, no later than three months prior to the date of election, either a single or multiple candidate slate for the President, Senior Vice President, Secretary and Treasurer as



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the case may be for that election year, along with verification that all nominees have consented to serve if elected. The slate and the “at-large nominations” by signed petition shall be published together not less than two months prior to the date of the election.

8. In years containing nationally elected officer elections, a Candidates’ Forum will be held at all International Conventions. The Nominating Committee will be in charge of the Candidates’ Forum and may be assisted by the FMCA Review Council if necessary.
9. During the annual meeting of the Governing Board, when the Nominating Committee report is given, nominations may be made from the floor for any and all offices.
10. In the event of a permanent vacancy in the office of Senior Vice President, Secretary, or Treasurer, the Nominating Committee, within 14 days of the vacancy, shall solicit one nomination from each Executive Board member. The nominee must return a copy of his/her resume and consent form to FMCA by fax or e-mail within the next 14 days. The Nominating Committee, within the following 7 days, shall present to the President a slate with one or more names to fill the vacant office and complete the current term. The President, subject to the advice and consent of the Executive Board, shall fill the vacancy from the slate of names presented by the Nominating Committee.