

NOMINATIONS COMMITTEE Guidelines

MEMBERS

There shall be a committee on nominations consisting of three members, one of whom shall be elected each year by vote of the membership at the annual meeting for a term of three years. The senior member shall be the chairman.* A prerequisite for service on this committee is substantive knowledge of individual KGC members. Robert's Rules specifically advises against allowing a sitting president to have any influence over the nominating committee or serving ex officio as one of the nominating committee's members.

PURPOSE

To develop and propose a slate of Executive Committee officers and one new member of the Nominating Committee for majority vote by members present at the April Annual Meeting and installation at the May Business Meeting.

SPECIFICS

The term of office shall be for one year and shall begin June 1 and end May 31 the following year. To provide a rotating committee, no member of the Executive Committee shall serve longer than two consecutive terms in the same capacity, except for the Treasurer who may serve not to exceed five consecutive terms.* To provide consistency, there is an expectation that elected officers will hold the position for two consecutive years. Elected Executive Committee positions are: President, 1st Vice President, 2nd Vice President, 3rd Vice President, 4th Vice President, Secretary, and Treasurer. The 1st Vice President is considered President-elect beginning June 1st of their second year and will be asked to assume the duties of President beginning June 1st of their third year. It is possible to consider non-incumbent members into executive committee positions who are capable of fulfilling the office, but it is not suggested as a majority of the committee.

PROCESS

- The deliberations of the committee shall be considered confidential.
- The committee shall conduct all deliberations in person, all members being present.
- The committee will consider the duties of each written job description for elected officers when considering potential candidates.
- Candidates' skills and experience should match the position for which they are being considered.
- There is no requirement that incumbents must be nominated.
- The committee must avoid sharing information on the status of particular candidates with anyone outside of the committee.
- The committee will reference the written job descriptions in the Constitution and Position Guide Handbook when explaining duties to potential candidates. All conversations between committee members and potential candidates should be confidential, including the decision to accept the position. Discussions with candidates should emphasize confidentiality.
- The recommendation of the committee will be of candidates who are believed to be the best for the Kent Garden Club organization.
- The committee members may gather information from, but are not limited to: KGC constitution, yearbooks, scrapbooks and Robert's Rules. However, the committee is not obligated to do so.
- Information concerning potential candidates is confidential until the current Executive Committee is informed of a final slate. (see schedule below)

SCHEDULE

- December/January: Chair calls committee meeting(s) to determine candidates for elected Executive Committee Officer positions. Determinations may be accomplished at one meeting in the years when officers are returning for a second term. More time may be required for a new slate of Executive Committee Officers or if a returning officer is unable to serve.
- February: Chair reports proposed slate of Executive Committee Officers to the Executive Board Meeting.
- March: Chair presents slate of Executive Committee Officers at the March Business Meeting. President opens nominations from the floor. Nominations from the floor for any office would be added to the slate.* President closes nominations. Chair arranges for publication of proposed slate in the April newsletter. Disbursal may also be available via electronic media.
- April: President presents unopposed slate at April business meeting and calls for membership vote on slate as a whole. If multiple candidates are presented, President calls for membership vote on each individual office. President organizes Executive Committee Officers installation for the May Business Meeting.
- May: There is an Executive Committee Elected Officers Installation ceremony at the Business Meeting.

CLUB BENEFIT

The Nomination Committee helps provide Kent Garden Club with succession planning in accordance with its Constitutional directives and processes.

MEMBERSHIP BENEFIT

To encourage members to accept leadership positions within the organizational structure of the Executive Board by a proposed slate of Executive Committee officers for membership vote.

COMMUNITY BENEFIT

A dedication to community projects by consistent leadership within Kent Garden Club.

*KGC Constitution, Article IV