



# Four County School Boards Association

## NOMINATING COMMITTEE GUIDELINES POLICY

The duty of the Nominating Committee is to nominate candidates for the offices to be elected at the annual meeting of the Association.

The Nominating Committee shall be appointed by the Board of Directors at their first meeting of the Fiscal Year. It shall be chaired by the Immediate Past President, with the remaining members of the Committee not serving in current leadership roles. There shall be at least three members in addition to the chair.

- a. The Chair of the Nominating Committee is responsible for convening the meetings and for reporting for the Committee. Committee members should become familiar with the duties of each office to be filled and should agree upon the procedure to be followed to secure the most qualified nominee for each office. At its first meeting in the fall, the Committee should decide how it will go about soliciting names and contacting individuals. The Committee should develop a list of alternates in the event a candidate is not re-elected. All deliberations are to be kept confidential. If assistance is required for scheduling or collection of information, the Committee may contact the Association office for assistance. It is the intention but not automatic that:
  - i. The President will become Immediate Past President
  - ii. The First Vice President will move up to President
  - iii. The Second Vice President will move up to First Vice President
  - iv. The newly nominated person, upon their agreement, will become the Second Vice President

Members of the Nominating Committee shall regularly attend meetings and events of the FCSBA to observe participation and leadership qualities of potential officer candidates. They shall notify all members that they may contact the Nominating Committee if interested in an officer nomination.

The proposed slate should be presented to the Board of Directors no later than the April meeting. Pertinent qualifying information should accompany the names of those proposed. The proposed slate is to be provided to member boards once accepted by the Board of Directors.

In choosing nominees, the Committee should be sure the person is a trustee of a member board in good standing; is made fully aware of the duties involved; is willing to serve and devote the necessary time and effort; has experience and continues to upgrade skills; has participated in FCSBA programs; has knowledge of national and state association activities; and has an open and receptive mind.

Candidates should be made aware of the role and expectations of being an officer. A copy of the enclosed document outlining the roles and responsibilities of each office should be given to interested members.

Any board member from a member board is eligible to serve as an elected officer. However, no more than one member from any member board is eligible for any officer position at one time. The term of office is one year.

The Nominating Committee Chair presents the Slate of Officers at the Annual Meeting and conducts the election.

Recommendations for consideration by the Nominating Committee may be forwarded to any Committee member or the FCSBA office via phone, fax or email. Recommendations will be forwarded to all Nominating Committee members as they are received.

**Adopted: November 28, 2017**  
**Revised: April 29, 2019**