



Four County School Boards Association

NOMINATING COMMITTEE GUIDELINES POLICY

The duty of the Nominating Committee is to nominate candidates for the offices of President and Vice President to be elected annually.

The Nominating Committee shall be appointed by the Board of Directors at their first meeting of the Fiscal Year. It may 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.

Committee Chair Guidelines:

- a) The Chair of the Nominating Committee is responsible for convening the meetings, reporting for the Committee, and presenting updates to the Board of Directors. The Committee will hold a minimum of one face to face meeting per year either in-person or virtually. Each year directly after their appointment, the Chair shall notify the general membership that they may contact any member of the Nominating Committee if interested in an officer nomination, or know someone they would like to nominate. Recommendations will be forwarded to all Nominating Committee members as they are received.
- b) The Chair shall present the proposed slate to the Board of Directors no later than the third Board meeting of the Fiscal Year for their approval. Pertinent qualifying information should accompany the names of those proposed. Once the Board has approved the slate of officers, the Chair shall provide the membership with notification of the slate and their qualifying information, an explanation of the process explaining a member may ask to have their name added to the ballot along with the approved slate, and a date in which they need to respond by. The Chair will present the ballot to the Board of Directors for adoption at the next Board of Directors meeting.
- c) The Chair shall announce the election results at the Annual Meeting each year.

Committee Guidelines:

- a) Members of the Nominating Committee shall regularly attend meetings and events of the FCSBA to observe participation and leadership qualities of potential officer candidates. At its first meeting in the fall, the Committee should review the Roles and Responsibilities of the Officers Policy and the Nominating Committee Guidelines Policy. The Committee should agree upon the procedure to be followed to secure the most qualified nominee for each office and 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 elected.
- b) 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 and expectations of being an officer; is willing to serve and devote the necessary time and effort; A copy of the Roles and Responsibilities of Officers Policy should be given to all interested members.
- c) All deliberations are to be kept confidential within the Committee. The Association's Executive Director may serve as a resource to the committee. If assistance is required for scheduling, sending notifications, or collection of information, the Committee may contact the Association office for assistance.

Officer Qualifications:

Elected officers shall be serving on a member board at the time of election and throughout the term of office. A member of any board in good standing shall be eligible to serve as an officer.

Term of Office:

The officers shall serve a one-year term from July 1st to June 30th. Each office is limited to 2 consecutive one-year terms. In extraordinary circumstances, the Board may elect to extend a term by a one year.

No more than one member from any member board is eligible for any officer position at one time.

Adopted: November 28, 2017

Amended: April 29, 2019

Amended: March 16, 2023