

**SUBJECT: DUTIES & RESPONSIBILITIES OF THE NOMINATING COMMITTEE**

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The Nominating Committee is a standing committee of the Society as provided in Article VI, Section A ( c ) of the By-laws. It shall consist of three members who are not members of the Board of Directors. Members are selected by the Board of Directors to serve a two-year term. The committee selects its own Chair.

The principle duties of the Nominating Committee are to nominate persons for each elective office of the Society and to conduct annual elections. The elective offices are: President-elect, Secretary, Treasurer, and four (4) Directors-at-Large. The Directors-at-Large have specific duties. One chairs the Membership Committee, one chairs the Conference Committee, one is in charge of Information/Newsletter and one is in charge of Mentoring. One Director-at-Large must be a CPM, one a CST, and two can be either. Officers serve a one-year term with two exceptions. The Secretary serves a two-year term beginning in odd-numbered years. The Treasurer serves a two-year term beginning in even-numbered years. Any active or retired member of the Society is eligible to run for office, however, the President-elect must be a Certified Public Manager.

The Nominating Committee may nominate one or more candidates for each office. Voting is conducted by mail ballot to all active and retired members. Other categories of members are not eligible to vote (e.g., affiliate, associate, etc.). Write-in candidates are allowed and the ballot should contain space for write-ins. The candidate for each office receiving the largest number of votes from ballots returned by the date specified on the ballot shall be the winner.

Results of each annual election must be reported at the final Society meeting preceding the new term year. Thus, the timing of this meeting usually determines the timing of the election. Ballots must be mailed far enough in advance to allow a reasonable time for their return and to tabulate the results for announcement at the end-of-year meeting.

Announcements of upcoming elections and solicitations for interested candidates should be placed in the Society Newsletter. However, nomination of candidates frequently involves recruitment. The Nominating Committee should begin as early as possible in the year to identify potential candidates for offices. Personal contact with potential candidates is usually required in order to obtain a commitment to run for office.

In addition to the regular election, there are two special circumstances where the Nominating Committee plays a role. In the event the President or President-elect cannot complete the full term, the Committee shall conduct a special election to fill the vacancy. This election is held in the same manner as the regular election. In the event that any other office is vacated, the Committee must recommend to the Board of Directors, three active members as replacements. The Board then fills the vacancy from the three recommendations.

## LSCPM – Nominating Committee SOP

### Attachment 1 –Calendar of Events

#### January

Committee elects committee chair once Board nominates committee members. NOTE: Members serve two year terms so this takes place every other year.

#### February - June

Recruit candidates for offices.

#### July

Announce upcoming elections and solicit candidates in newsletter.

#### August

Continue recruiting. Finalize slate.

The timing of the final general membership meeting of the year determines the timing of the election. Ballots must be mailed far enough in advance to allow a reasonable time for their return and to tabulate the results for announcement at the end-of-year meeting. The following schedule is recommended:

Final Meeting Date and Announcement of Election Results	= N
Deadline for returning ballots	= N-10 days
Mail out of ballots	= N-30 days
Finalize slate of nominees	= N-60 days

#### September - October

Conduct Election.

#### November or December

Announce election results at the end of year meeting.