

NOMINATING COMMITTEE CHAIR JOB DESCRIPTION COMMITTEE GUIDELINES

1. The nomination and election of officers is addressed in Article V, Section 1-6 of the Gillies Bylaws found on Gillies website.
2. As stated in the Gillies Bylaws, Article VIII, Section 1, E. "The Nominating Committee shall consist of five (5) members and two (2) alternates. The chair, who will facilitate the meetings, does not have a vote. The immediate Past President is a voting member." Stated differently, the Nominating Committee is comprised of a Chair (nonvoting), the Past President (voting), four other voting members, and two alternates.
3. The Nominating Committee shall represent the entire Gillies membership and the many service areas of the museum.
4. During the September General Membership meeting, the Nominating Committee Chair will ask for time to encourage members' participation in the nomination process and to explain the procedures.
5. A short article shall be published in the December issue of *Friday Footprints* to remind membership of this procedure and the deadline for receiving nominations.
6. Nominations shall be accepted during the month of January only. Nominations shall be submitted to the Chair by letter or email only. No verbal nominations will be accepted. All nominations should include specific information about the nominees, such as offices, specific assignments, chairmanships, and other leadership roles held.
7. The Nominating Committee shall have an organizational meeting in January during which time the Chair, following the Chair's job description and committee guidelines, will explain the duties of the committee.
8. At the next meeting, which will take place during the first two weeks of February, the Chair will read every job description for officers, including the President.
9. The Chair shall read aloud a representational number of letters for nominees.
10. The committee shall prepare a single slate of candidates for President-Elect, Vice President, Secretary and Treasurer. The Nominating Committee Chair will contact **all nominees** with the results of the selection immediately following the meeting. He/she will then give the results to the current President and President-Elect. The President will provide an article

for the *Friday Footprints* Chair with the slate of nominees that will be published prior to the March General Membership meeting. The results are to be held confidential until the slate of nominees appears in print.

11. The current committee will select a member who will serve as Nominating Committee Chair the following year. Per the Bylaws, the committee will also select four other members to serve on the Nominating Committee for the following year. Other than the designated Chair, no member from the current committee is eligible to serve. Two (2) alternates will also be chosen to stand in for a member that cannot fulfill his/her duties. The Past President automatically serves on the committee as a voting member.

Nominees (4) and alternates (2) for the following year's Nominating Committee will be listed in a **priority order** that is agreed upon by the committee before the conclusion of the meeting. This list should consist of at least 10 Gillies to ensure that the requisite number of members can be found to serve. The current Chair should begin to contact these Gillies in the order agreed upon within 24 hours. If 4 members and 2 alternates cannot be enlisted, the committee shall meet again to nominate a new list.

12. When the new Nominating Committee is complete, the Chair will share the names with the current Gillies President and President-Elect.
13. During the March General Membership meeting, the Nominating Committee Chair will announce the Officer nominees. The Gillies President will ask for any additional nominations from the floor.

- *In the case of a nomination from the floor, the Nominating Committee Chair will read the job description of the named position.

- *The Chair will also ask the person making the nomination from the floor to give the qualifications of his/her nominee.

- *The Chair, in turn, will read the qualifications of the nominee named by the Nominating Committee.

- *If meeting in person, the Nominating Committee will distribute pencils and papers for a vote and will count the votes. If meeting via Zoom, the President will determine a method to vote electronically.

14. The Chair will maintain a comprehensive notebook containing job description, guidelines, and procedures for the succeeding Nominating Committee Chair.

Revised April, 2024

