



ASCLS – Montana Position Description and Guidelines for Completion of Duties

Elected Position: Nominations Committee

Responsible To: Board of Directors and ASCLS-MT Membership

Term of Office: The members of this Committee shall be elected at the annual meeting of the Society, for a two (2) year term with a minimum of one member to be elected annually; a member may serve for two (2) consecutive terms. The term of elected office is two years, starting August 1, which coincides with the beginning of the fiscal year.

The Chair will be a second year member of the committee appointed by the Board of Directors.

The immediate Past-President serves as a liaison to the Nominations Committee.

Recommended Qualifications of Members: At least one (1) year of membership in the Society. No officer, director, elected representative, or appointed representative of this Society shall be a member of this committee.

Duties and Responsibilities:

1. Chairperson prepares a slate of the elected positions to be filled at the next election.
2. Chairperson obtains the roster of current members from cloud sharing application.
 - The roster is sorted to exclude community and developing professional members as these categories are not eligible for elected positions.
3. Chairperson publicizes the slate by sending it to the membership along with the roster of eligible members.

Guidelines:

- The slate shall be sent to the membership three (3) months prior to the annual meeting asking for nominations.
 - The guidelines and qualifications for each position will be listed.
 - Consider publication through Google Groups, Connect Community and MLN
4. Committee members initiate direct contact with qualified members in the event an insufficient number of nominations is received to complete the slate.

Guidelines:

- The chairperson meets with the committee (telephone, virtual meeting, etc.) to discuss possible nominees.
- All members of the committee will contact members about offices in the society and return names to the chairperson.

- Committee members verify the qualifications of the nominees and obtain assurances that the nominees agree to their candidacies.
 - Committee members obtain a short biography from each nominee
5. Committee presides over annual election of officers/committees of the Society.
- Guidelines:**
- Chairperson publicizes the slate of candidates, along with the biography of each nominee, no less than thirty (30) days prior to the annual meeting.
 - Voting will occur online. (e.g., Survey Monkey)
 - Written ballots will only be available at the annual meeting.
 - Nominations may be made from the floor at the Annual Meeting of the Society. The individual who makes such a nomination must have received the approval of the Nominee.
 - The Nominations chair or appointee shall present each position and the candidates who have been nominated.
 - Chair or appointee then opens nominations from the floor, one Office/Committee at a time (**NOTE:** Committee, as used here, refers to Awards & Scholarship Committee and Nominations Committee, the two elective committees).
 - e.g. Chair states: "The nominees for Office of (insert office) or (Committee) are: (read nominee names). Will each nominee stand when your name is read?"
 - Chair then states "Are there any nominations from the floor for the office of (insert office) or (committee)? Pause.. Hearing none, the Office of (insert office) or (committee) is closed for nominations. Chair then moves to the next open Office/Committee repeating the process.
 - If there are nominations from the floor, the Chair asks the nominee to stand and provide a brief summary of their qualifications, including qualification to run for the office and confirming current membership status. The Chair then asks nominations committee member to add the new nominees name to the ballot. The Chair continues through all Offices then presents the final ballot to the membership.
 - If nominations are made from the floor, new ballots will be provided to the members present and those who have already voted may ask that their votes are voided and a new ballot is filled out.
 - When all Offices/Committees have been nominated and nominations are closed, the Chair states that the slate of candidates is complete and presented to the members.
 - Chair coordinates tabulation of results at the annual meeting.

- Elections shall be by closed ballot and a majority of votes cast shall elect. The chair of this committee does not vote but reserves the vote to break a tie.
 - The results of the election shall be announced by the presiding officer of the annual business meeting at the completion of voting.
 - If no races have multiple candidates, and no additional nominees have been nominated from the floor, a motion can be made to accept the slate of candidates by acclamation.
6. Committee presides over the election of Delegates to the National House of Delegates.

Guidelines:

- The Chair moves to open the nomination of Delegates to the National Meeting asking for nominations from the floor. Nominees must confirm willingness and ability to serve.
 - Delegates are elected for the Professional, Ascending and Developing Membership categories. Alternates should also be elected for each category.
 - i. Refer to the Bylaws/SOP document for details.
 - When nominations are closed for Delegates, ballots are distributed to the members present and votes are tabulated.
7. Attends Board meetings and general business meetings to report on activities.

Guidelines:

- Summer meeting – travel to meeting or participate in virtual meeting
- Fall meeting – travel to meeting or participate in virtual meeting
- Winter meeting – travel to meeting or participate in virtual meeting
- Spring meeting – travel to meeting held Wednesday before the beginning of Spring Meeting or participate in virtual meeting
- General Business Meeting – held during the Spring Meeting
- Board Orientation

8. Provides newsletter articles to the Publication Editor; utilizes the ASCLS-MT google groups and Member Community to communicate with the membership.

Guidelines:

- Provides information to state members through articles in the MLN newsletter or posts on google groups, website or ASCLS-MT Member Community.
 - To use the Google Groups, send an e-mail to the following address: ASCLS-MT@googlegroups.com. This is a group e-mail to the Montana members who have e-mail addresses, and contains lapsed members.
 - To use the ASCLS Montana Member Community, log into the Connect Community (<https://connect.ascls.org/home>) on the ASCLS website (www.ascls.org), then go to Communities. Under Communities, select My Communities, and scroll down to Montana State Society. Select Montana

State Society, and click the ADD button after Latest Discussion Posts. This will open up a window to post a message. Follow the instructions and send. This group community only goes to current members.

- Writes a specific article about activities when the Publications Editor requests it or volunteers to write an article pertinent to society activities.
9. Keeps informed of all Society activities, reviews all societal publications and communications (e-mail, Member Communities, websites, *ASCLS Today*, MLN).
 10. Keeps informed on all potential issues relating to the Society and/or the profession existing in the state and relates those issues to the President and/or Board.
 11. Submits for approval proposed annual budget information to the Treasurer 30 days prior to the annual general business meeting.
 12. Submits a written report of the year's activities to the Secretary prior to the end of the fiscal year. These reports shall then be placed in the permanent file with the File Custodian.