

# Nominating Committee 21 September 2012

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## *Operations Manual 4.54 21 September 2012*

The district **nominating committee** is responsible for selecting a slate of district officers. This committee must consider the views of all squadrons. Continuity of experience is desirable so at least one member of the committee should be elected each year, each member to serve a prescribed term.

The size of the nominating committee may vary. Three members is the minimum. It is important that the membership of the nominating committee be distributed throughout the district, and, in general, it is desirable to have no more than one member from any one squadron. All deliberations of this committee are to be held in confidence, except for the names of the nominees to be presented at the appropriate time. The district bylaws detail the procedure for the duties of the nominating committee.

## *Job Descriptions – Leadership Development Website (2011)*

Department: General Committee

Job Title: Chairman Nominating Committee

Reports To: Conference

Rank: District Lieutenant

### **GENERAL**

The chairman of the nominating committee and the committee members select a slate of officers and all other elected district positions.

### **RESPONSIBILITIES**

1. Attend the regularly scheduled meetings in conducting the ongoing affairs of the district.
2. Abide by the district bylaws.
3. Consider the views of all squadrons.
4. Consult the records of the personnel committee to locate and/or confirm capable members to the various offices.
5. Solicit recommendations from the commander, the bridge officers, past D/C's and other members who may have knowledge of a capable individual who may otherwise go unnoticed.
6. Counsel potential nominees on their future job descriptions, district traditions and proper decorum in office.
7. Mail or deliver the report of the committee to the secretary no less than forty-five (45) days prior to the spring conference.
8. Prepare an annual committee budget and submit to the budget committee
9. Turn over to his successor all files, records, reports, communications and documents of the district.

## *D/8 Bylaws – July 2012*

The **Nominating Committee** shall consist of a chairman and five other members, two of whom shall be elected each year for a term of three years. If practical this committee shall be so constituted that at least half the members are past district commanders or past district lieutenant commanders and with not more than one member from any one squadron. No member of this committee whose term is expiring shall be re-nominated to this committee, and no member of this committee shall be eligible for nomination by this committee to any elective office of the district during the bridge year following

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service on this committee. This committee shall annually nominate a candidate for each elective district position and its nominating report shall be mailed first class or hand delivered [or sent via e-mail] to the district secretary not fewer than 45 days prior to the date of the spring conference.