

## Motion Number 20080613

Name	Maker	Second	Aye	Nay	Abstain
Bird	X		X		
Hanavan		X	X		
Buesking			X		
Cunliffe			X		
Dimon			X		
Murphy			X		
York			X		

**Title:** Nominating Committee Duties

**Text of Motion:**

I move that we accept the following wording for the official duties of the Nominating Committee:

### **Nominating Committee Crew Duties, Procedures, and Responsibilities**

June 2008

#### 1. Nominating Committee Responsibilities

- A. The Nominating Committee shall be appointed by the Association Board in accordance with the By-Laws Article 6, Paragraph 4a.
- B. The Nominating Committee shall select a spokesman who shall coordinate all Committee communications with the Association Board spokesman. The Nominating Committee spokesman shall communicate every communication received by him from the Association Board spokesman immediately to the remaining committee members. All communications between the Board and the Nominating Committee will be through their respective spokesman.

- C. There are seven elected offices, as defined in the By-Laws:

- President
- Vice President
- Treasurer
- Secretary
- #1 Member at Large
- #2 Member at Large
- #3 Member at Large

The nominating Committee shall endeavor to place in nomination at least one candidate for each of the elected positions.

- D. Should the Nominating Committee be unable to find candidates for one or more elected offices, that fact shall be reported to the Board as soon as practical. In the event that the Nominating Committee cannot nominate candidates for every board position, the unfilled position(s) shall be open to nominations from the floor at the membership meeting at which the election is being held. (Note: Nominees from the floor must meet the “Qualifications for Elected Office” (see paragraph 2 below) for which they are nominated.)
- E. The Nominating Committee shall make a monthly progress report to the Board indicating its progress; however, the report need not include names under consideration.
- F. The Nominating Committee may conduct its proceedings in private.
- G. The Nominating Committee shall make a final, formal report of their findings to the Board not less than one month prior to the election. The Nominating Committee shall make a direct report to the membership at the business meeting.
- H. The Association Board shall be responsible for preparing the ballots for the election at the next membership business meeting.

## 2. Qualifications for Elected Office

### A. General Requirements

1. All elected officials must be an active member as stipulated in the By-Laws, Article 4, Paragraph 1a, i.e., dues are current. If a member is inactive, he must become active to be considered by the Nominating Committee as a qualified candidate for office.
2. All elected officers must have immediate access to, and be capable of sending and receiving, e-mail. Therefore, to be considered for nomination for election, the nominee must have the ability to communicate via e-mail in a timely manner.

### B. President. Additional Requirements:

A nominee for President must have served at least one term in one of the other elected positions on the Board.

### C. Treasurer. Additional Requirements:

The position of Treasurer requires some familiarity with accounting procedures. The Association maintains its financial data and records using the computer financial program QuickBooks. The nominee for Treasurer must be familiar with QuickBooks or must commit to learning and employing QuickBooks in a timely manner.

### D. Secretary. Additional Requirements:

The nominee for Secretary should be familiar with recording business meeting minutes, or be willing to commit to learning the ins and outs of taking minutes. He must be computer literate, at least in the use of a word processing program and the use of e-mail.

E. Board Members At Large. Requirements:

Nominees for Board Member at Large should largely meet the General Requirements as stated above in paragraph 2.A for all Board Members.

All nominees for board positions must agree to make themselves familiar with the C-7A Caribou Association By-Laws and the directives that guide performance in the various elected positions.

**Rationale or explanation:**

This is required to have a consistent policy for the operation of the Nominating Committee and clear definition as to their duties.

**Vote Result:** Carried: 14 June 2008