

# Document #2

## The Nominating Committee

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### **What happens when a member of the committee cannot serve?**

Advise the chairman that you are unable to serve. A meeting should be called to fill the vacancy. If the bylaws call for the election of alternates, the chairman notifies the alternate for that position.

### **What is a quorum for the committee to meet?**

A quorum is a majority of the members of the committee. If a meeting is called, and a quorum is not present, steps should be taken to obtain a quorum (calling member). In the event a quorum cannot be obtained, reschedule the meeting.

### **May committee members propose names for office?**

Yes. The names of qualified persons can be submitted by committee members.

### **May a member of the committee be considered for office?**

Yes, however, during deliberations for that office the member should leave the room and return to vote.

### **When is the committee discharged?**

A special committee is automatically discharged upon completion of its report which, in the case of the nominating committee, is upon completion of the election. If a candidate withdraws his/her name after the report is given and before the election is held, the committee should re-convene and present another nominee. If a nominee is elected and then withdraws or resigns, a vacancy would be created and would then be filled in accordance with the bylaws.

**At the election meeting** the committee chairman reads the report of the nominating committee and hands it to the presiding officer. The presiding officer rereads the name of the nominee for each office (one at a time) and proceeds according to the bylaws for nominations.

**If there is more than one nominee for office**, the election must be by ballot. If there is but one nominee, the election may be by voice vote.

**If the election is by ballot**, a nominee must be elected by a majority vote. If there are two or more names on the ballot, all names remain on the ballot until one has received a majority of the votes cast.

### **May a person be nominated for more than one office?**

Yes, however if the election for each office is done separately, and should one person be elected to two offices, then the candidate, if present, has the right to choose which office he/she will accept. If absent, the assembly decides by majority vote which office is assigned to him/her and proceeds with an election to fill the other office.

### **What happens if the election is not completed at the election meeting?**

Action should be taken to set the time for an adjourned meeting (a continuation of election meeting) for the purpose of completion of election meeting.

**What do we do if a quorum is not present at the meeting established in bylaws for the election?** Again, action is taken to adjourn this meeting to the time set for reconvening for purpose of electing officers, and all efforts should be made to obtain a quorum for the adjourned meeting.