



Nevada Camera Club Nominating Committee Instructions

Thank you for accepting the responsibility of Nominating Committee member. This information is presented to aid you while performing your duties.

The Nevada Camera Club Constitution and By-laws states:

Article XI Elections

Section 1. Election of club officers and the Board of Trustees shall be held annually at the first meeting in November. The Executive Board shall appoint a Nominating Committee composed of three members not on the Executive Board. The Nominating Committee shall prepare a single slate of officers and three nominees for the Board of Trustees, and obtain agreement from the nominees to serve, if elected. The chairperson shall present the slate of officers and Board of Trustees at the election meeting. Additional nominations may be made from the floor. A written ballot shall be taken, if necessary. The officers and Board of Trustees will be elected by a majority of the votes cast by those active members attending the election meeting. Term of office for Club officers shall begin upon installation at the December awards meeting. Term of office for the Board of Trustees shall begin at the annual business meeting in January.

Section 2. Vacancies in Club offices and the Board of Trustees shall be appointed by the President, subject to approval of the Executive Board. Vacancy of the President's office shall be filled by the advancement of the Vice President

Also see Article V Officers and Article VI Board of Trustees.

Selecting a Chairperson

Jointly amongst the three Nominating Committee members, select a chairperson who will coordinate the activities of the committee and preside during the annual election.

Finding Candidates

Included with these instructions is a current copy of the Nevada Camera Club Membership List. You may contact any active Nevada Camera Club member to inquire if they have a desire for candidacy of any of the offices or Board of Trustees positions. You may also contact any active Nevada Camera Club member to seek recommendations of potential candidates. Any active Nevada Camera Club member may contact you to request that they be considered as a nominee or to recommend that you consider another member a nominee. As a courtesy to the current officers and Board of Trustees, you should contact them to inquire if they would like to be considered for nomination of their current position or any of the other elected positions. Obtain "agreement to serve if elected" from all candidates. You shall not disclose the names of any candidates to anyone outside of the nominating committee.

Deciding on a single slate of officers and three Trustees

Meet with the other two Nominating Committee members to review the qualifications of all candidates and select one person as your nominee for each office and three people as your nominees for the Board of Trustees. No Nevada Camera Club Member outside of the Nominating Committee may be present during your selection proceedings.

Publishing

Your name and phone number will be published in the Nevada Camera Club Newsletter during the Nominating Committee period of activity. At the discretion of the Executive Board, the Nominating Committee may be asked to disclose the names of the selected nominees for publication in the November Newsletter.

Election proceedings

The Chairperson of the Nominating Committee will preside during the election.

1. Present the names of the single slate of officers and three nominees for the Board of Trustees.
2. Open the office of President for nominations from the floor. Anyone nominated from the floor must accept or decline the nomination.
3. Close the office of President for nominations from the floor.
4. Allow each nominee for President (or nominee's representative) to address the membership for a maximum of five minutes.
5. Call for the vote. If there is more than one nominee for the office, the vote shall be taken by written ballot.
6. Together with the other members of the Nominating Committee, count the votes.
7. Declare a winner.
8. Repeat steps 2 through 7 for each of the remaining offices and the Board of Trustees.
9. Return the control of the meeting to the presiding officer.