

Nominating Committee

NOMINATING COMMITTEE DESCRIPTION

Composition: varies by branches, usually three to five with an alternate.
Although the members of the committee should be elected by the membership, some branches elect from the board and many from both: two from board and three from membership, for example.

Selection of the Chair: Here are methods used by various branches (choose one or adapt)
Committee selects own chair.

Chair is member of previous nominating committee in her second year of service.
Chair is the immediate past president or served on the immediate past board.

Length of service: not more than two consecutive years.

Desirable qualifications:

1. Branch members for at least two years
2. Active in the branch at least for the past two years, preferably serving on the board.

Duties of the Chair

- Call meetings of the committee.
- Emphasize the confidentiality of the work of the committee.
- Instruct the committee on the elected positions to be filled and the desirable qualifications for each office.
- Set deadline for finalizing the slate.
- Keep in close touch with committee members.
- Send the slate to the newsletter editor in time for it to be published in the time specified in the branch bylaws.
- Discard, and instruct committee members to discard, all written items about members' qualifications and personalities as soon as the committee finishes its work.
- Submit a final report to the president with suggestions for the coming year.

Duties of the Committee

- Become familiar with the duties of the elected positions for which they are selecting candidates.
- Offer suggestions to the incoming president as to possible appointive officers, off-board positions and committee members.
- In considering candidates for branch president or president-elect, endeavor to select a candidate or candidates who have served on the board at some time.
- Respect the confidentiality of the committee work.

SCRIPT FOR ELECTIONS

You have heard the report of the Nominating Committee. Nominations may be made from the floor for all offices except that of President who is currently our President Elect, with the prior consent of the nominees. (Please note: If the Branch does not have a President Elect, then the office of President will be need to be included, if any of the positions are being filled by one person and not two, change the wording as needed in the following scripts.) These nominations do not require a second.

If the Branch does not have a President Elect, then include this:

For President, _____ was nominated. Are there further nominations for this office? Then nominations are closed.

For President Elect _____ and _____ have been nominated for Co-Presidents Elect. Are there further nominations for this office? Then nominations are closed.

For Program Vice President _____ has been nominated. Are there further nominations for this office? Then nominations are closed.

For Membership Vice President _____ has been nominated. Are there further nominations for this office?

_____ and _____ have been nominated for Education Foundation Co-Vice Presidents. Are there further nominations for this office? Then nominations are closed.

_____ and _____ were nominated for Legal Advocacy Fund Co-Vice Presidents. Are there further nominations for this office? Then nominations are closed.

_____ was nominated for Treasurer. Are there further nominations for this office? Then nominations are closed.

The nomination for Recording Secretary has been removed so that the earlier nominee can serve in another office. Is there a nomination from the floor for the office of Recording Secretary?

_____ has been nominated for the office of Recording Secretary. Are there further nominations for this office? Then nominations are closed.

_____ was nominated as Corresponding Secretary. Are there further nominations for this office? Then nominations are closed.

If there are no objections, (and there are no offices with multiple candidates, if that happens, a paper ballot should be taken) I shall call for a motion to elect this slate in its

entirety with one vote. Is there a motion? May I have a second. Is there any discussion? Then all in favor of a single vote to elect this slate say “Aye”. Opposed say “No”. The motion is carried.

Repeat all of the candidates for each office, then ask, “May I have a motion to elect the nominated slate as our branch officers for the _____ year?”

All in favor say “Aye” – opposed say “No”.

“I congratulate our new officers and wish them well in the coming year.”

DELEGATES TO THE STATE CONVENTION

This is a script for the President.

The following members, list their names, have indicated their intention to attend the AAUW California State Convention in place on date.

May I hear a motion to elect them as our official delegates?

Is there a second?

Is there any discussion?

Then all in favor of electing these members as our delegates, please say “Aye.”
Opposed, “No.”

The motion is carried.

Each of them will carry one vote and I, as Chair of the delegation, will carry the remainder of the votes to which we are entitled on the basis of our membership numbers.

Thank you.