Nominating Committee Charter

TYPE OF COMMITTEE: Standing

PURPOSE:

The Nominating Committee is responsible for identifying and recruiting candidates for the Council ballot in early spring. Nominees are drawn from the membership with a view to securing broad representation in Society leadership. The Committee will ascertain the willingness of each nominee to serve if elected and ensures that the nominees reflect wide representation of the ASCB membership.

The Committee aims to conduct business transparently, with member involvement, and considering inclusiveness in the nomination process.

The Committee solicits nominations and self-nominations from the membership as well as identifies potential candidates.

COMMITTEE MEMBERSHIP:

- Ideal Size: Per the Bylaws, Article VII, the Nominating Committee shall be composed of no more than twelve voting members.
- Term Length: November 1 – October 31, three-year term, staggered (initial term to vary).
- Average Time Commitment: Active from November through March, members will spend about ten hours on Nominating Committee duties.
- Membership Type(s): Membership is limited to voting members
- Member Expertise: The committee members should have an understanding of the role of the Council and officers and non-profit governance.
- Duties: The committee identifies and nominates a slate of candidates for Officers and Councilors in order to fill open spots. The slate will be competitive. The Committee ascertains the willingness of each nominee to serve if elected and ensures that the nominees reflect wide representation of the ASCB membership.

MEMBER APPROVAL PROCESS:

- Members will be nominated by the standing committees of the ASCB.
- Each standing committee will nominate one member who may or may not hold membership in said standing committee.
- The Executive Committee will nominate a Past President and Councilor/ Past Councilor. At large members may be nominated by the Executive Committee. The members will be approved by the Council.

CHAIR APPROVAL PROCESS:

- Term Length: The Chair may serve 1-2 years and should serve on the Nominating Committee for at least 1 year prior to becoming Chair (The initial year will be the exception to this.)
• Nomination process: During the first meeting, the Committee will ask for nominations or self-nominations for candidates within the Committee. After the first meeting, the Committee will have 2 business days to nominate. Staff will send the nominations to the Committee for vote. The Chair will be elected.

AUTHORITY:

This committee has the authority to present nominations to the membership for positions on the Council and officers.

RESPONSIBILITIES AND DELIVERABLES:

A final slate of candidates must be presented to the CEO by March 1.

MEETINGS:

Members will participate in 4-5 one-hour Committee calls in November, January, and February and will spend approximately 4-6 hours additionally on Nominating Committee matters.