

NCAMOTC Procedures – Nominating Chair

I. GENERAL DUTIES

1. **Bylaws** Review and be familiar with the Bylaws and Procedures of the organization. Review Article VII, Chairs and Duties, Article VIII, Nominations and Elections and Article IX, Vote
2. **Procedures** Keep procedure binder in proper order. Make all necessary insertions, corrections, as needed.
3. **Correspondence**
 - (a) Outside NCA—Use NCA logo on all correspondence.
 - (b) Within NCA—Email (send to recipient's NCA email address whenever possible).
 - (c) All revised procedures, bylaw changes and other important correspondence needs to be printed and put in your binder under the appropriate section.
 - (d) Copy all emails to President, Membership, and Communication Vice Presidents.
4. **Expense** Submit expense voucher(s) and receipts to the Treasurer for reimbursement. (No later than Dec 15th annually).
5. **Meetings** Attend all meetings of the organization. Notify the NCA President if unable to be in attendance.
6. **OIC** Your Officer in Charge is the Parliamentarian.
7. **Binder** Retain only last two (2) years of information.
8. **Files** Maintain files of all pertinent material.
9. **Review Files** at the end of term and see they are in proper order for your successor.

II. SPECIFIC DUTIES:

1. All Nominating communications are confidential and should not be discussed outside the Committee and their OIC.
2. Prepare an article for the every issue of the NCA newsletter.
3. Meet with both committee members, exchange emails and phone numbers, set deadlines for volunteer forms and explain what their responsibilities will be.
4. Distribute the volunteer form and volunteer descriptions by email (send email to Communications VP for distribution) and Facebook.
5. Discuss with the committee members recruiting progress and other methods for spreading the word and recruiting volunteers.
6. Deadline will be 6 weeks prior to Spring Convention. All candidates must have volunteer forms on file on that date.
7. Officer Candidates
 - a) Volunteer Form Return
 - 1) Chair and committee review the forms for eligibility.
 - 2) Notify the eligible candidates that they will be on the slate. Notify those ineligible the reason why.
 - b) Slate is finalized and submitted to member clubs thirty (30) days prior to Spring Convention.
 - c) If slate is not complete, submit to member clubs with a letter noting vacancies and asking

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for each club's members to consider holding an office(s) and to submit a volunteer form to the chair. Set a deadline of two (2) weeks before the Spring Board meeting.

- d) Additions to the slate can be made prior to the Spring Board meeting if there are late applicants. Chair will meet with committee members to approve additions.

8. Chair Candidates

- (a) After Volunteer Forms are returned, the chair will create a spreadsheet of volunteers and their choice of position.
- (b) Continue recruiting for vacant positions.

III. CONVENTION DUTIES

1. Ballot—Prepare ballots for election of Officers, Nominating Chair, and Nominating Committee when there is more than a single candidate for the position.
 - a) Ballot must list all candidates with a blank line for each office to accommodate nominations from the floor.
 - b) A Tally form must be prepared for the tellers to use when counting votes.
2. To be nominated from the floor, a volunteer form of that nominee must be on file before the close of the Spring Board Meeting.
3. Present the volunteer spreadsheet to the newly elected President along with the Volunteer Forms.
4. If asked, be present at the meeting with the new Executive Board while they discuss chair appointments.
5. Committee will be discharged after the Chair has presented its report at the Spring General Meeting to the members. Report will include number of Volunteer Forms for Officers, Chairs, and slated officers.