

UPCRA
POLICY/PROCEDURE

COMMITTEE/CHAIR: Nominating Committee

SUBJECT: Role and Responsibilities

PURPOSE: To clearly define the role/responsibilities of the Nominating Committee in order to promote committee continuity.

POLICY: The UPCRA Nominating Committee shall consist of five (5) members as follows: President, President Elect, Immediate Past President, Membership Chair, and Secretary, with the President serving as chair. (Section 5.11 of Bylaws). This committee shall be responsible for oversight of procuring names for the annual ballot of nominees for the election of executive officers and committee chairs. The Nominating Committee shall confirm with each candidate that he or she consents to be a candidate for the office to which he or she is nominated and is willing to serve if elected. (Bylaws, Section 6.5) (See also Bylaws Section 6.4-6.9)

PROCEDURE: a. Oversight of the Nominating Committee will include, but may not be limited to the following duties:

1. Guiding discussion and direction for including names of qualified UPCRA members for the annual ballot of nominees for the election of executive officers, committee chair and ND/SD Representatives.
 2. Leading the nominating committee meeting/discussion, and scheduling meetings as often as necessary, until a full slate of names are on the ballot, in accordance with UPCRA By-laws
 3. Submitting the final ballot in a complete and timely manner, in accordance with UPCRA by-laws. (Submitted to membership chair no less than 60 days before the annual spring meeting of members.)
 4. In the event of a conflict between committee members over name(s) on the ballot, the chairperson will serve as arbiter regarding inclusion/exclusion of those names.
 5. Presentation of current relevant committee information and updates at the annual UPCRA conference and board of director's meetings.
- b. The term for the Nominating Committee Chairperson will last 2 years.
- c. The Nominating Committee Chairperson will keep a 3 ring binder of all past, present, and future relevant information and documentation. This will be passed on to the chairperson's successor when his/her term expires.