

# Illinois Prairie Weavers

## Nominating Committee Responsibilities

### Committee Members

Study Group Representatives, plus any  
ad hoc members appointed by the President

### In General

The Nominating Committee is responsible for presenting by the April Guild meeting a slate of candidates for each of the elected positions (the Officers) for the next Guild program year.

### Specific Duties

The members of the Nominating Committee are expected to:

1. Elect among themselves a committee Chair (unless the President has assigned this position by appointment).
2. Know the Constitution and Standing Rules of the Guild;
3. Determine which offices require a nominee;
4. Be familiar with the jobs they are seeking to fill;
5. Solicit nominations of members for open positions;
6. Recruit qualified candidates, providing them with a written job description for the position;
7. Present a slate no later than the April meeting (opening the meeting to nominations from the floor);
8. See that the slate is circulated by email and newsletter so that members may consider it before the election at the May meeting;
9. Preside over the election at the May meeting if so asked by the President;

10. Review and update as advisable the job description for the Nominating Committee; and
11. Present a short written report of the work of the Nominating Committee to the President at the June Annual Meeting. (This provides a starting point for the following year's committee and, thus, continuity of the work.)

### Other Comments

Here are a few details about the Nominating Committee and the slate:

1. The President may not serve on the Nominating Committee;
2. Only members in good standing who have been members of the Guild for at least one year may be nominated as an Officer;
3. The term of office of an Officer is one year;
4. An Officer may be asked to repeat that office for a second consecutive year; and
5. Officers are not eligible to hold the same office for more than two consecutive terms. It is generally agreed that this does not include a partial year a person may have served having filled a midyear vacancy in the office.

The Presidency positions. When a member is asked to serve as Second Vice-president of the Guild, it is generally presumed and hoped that the person will also serve as First Vice-President the following year (planning programs one year and running them the next year). There is also a general assumption that the person will also continue in leadership and be asked to serve as President in the third year. However, this is not automatic. We have had members who have declined to step into the presidency, and past Presidents have stepped in to serve another term. It is also conceivable that the Nominating Committee might determine that, for whatever reason, the Second or First Vice-President would not make a good candidate for the presidency. It is the job of the Nominating Committee to consider these things and then ask Officers if they are willing to "move ahead" in cases where the committees finds this desirable.

Non-Elected Positions. The Nominating Committee is often asked by the

President to recruit members for non-elected positions, such as Committee Chairmen. Because these positions are appointed rather than elected, they are not required to be on the slate. If it would be helpful to have non-elected positions on the communication that goes out to members, the Nominating Committee is simply asked to clarify which positions are elected and which ones are not.

Job Descriptions. The Nominating Committee is also asked to consider whether and in what way any of the Guild job descriptions should be updated, and to suggest any new administrative positions they believe would ease or further facilitate the administration of the Guild and its business.

Meetings. The Nominating Committee is not required to convene formal meetings, as long as it is able to participate and work as a committee in carrying out its responsibilities. The work of the committee begins in January each year, and concludes with the election of officers at the May meeting.