

**Nominating Committee Guidelines  
December, 2021**

**Mission Statement:**

Select and nominate Chapter BL candidates for 1.) future officer positions and 2.) delegates and alternates for upcoming WI State Chapter convention. Typically in odd numbered years, nominations are made for officer positions of President, Vice-president and Chaplain. In even numbered years, nominations are made for officer positions of Treasurer, Corresponding Secretary, Recording Secretary and Guard.

**Roles, Responsibilities and Target Dates:**

<b>Roles</b>	<b>Target Date</b>	<b>Responsibilities</b>
President	January	Appoint 3 members to serve on the Nominating Committee and name one the Chair. Selection can be made by asking for volunteers and/or asking individual members to serve. Announce Nominating Committee members to chapter membership.
Nominating Committee Chair	January – 2 <sup>nd</sup> Wed. in February	<ol style="list-style-type: none"> <li>1. Meet and review list of chapter members and names of those who recently held the positions needing to be filled. (See spreadsheet BL Officers 2015-2022 v4 120121.xls for reference.)</li> <li>2. Develop a short list (2-4) potential candidates for each position.</li> <li>3. Decide which position each committee member will be responsible for finding a nominee for.</li> </ol>
Individual Nominating Committee Members	January – 2 <sup>nd</sup> Wed. in February	<ol style="list-style-type: none"> <li>1. Ask the current position holder if she would be willing to hold the position for another 2 year term. If her answer is “yes,” this is your nominee. If her answer is “no”, go to step #2.</li> <li>2. Talk to the first person on the short list for the position. Explain what the job entails and answer any questions she has. Give her a (few days) deadline to decide. If she declines, contact the next person on the list.</li> <li>3. When you have found a candidate, notify the other committee members so other names on your list can be considered for other positions.</li> </ol>
Nominating	2 <sup>nd</sup> Wed.	1. Announce proposed slate of officers and convention

Committee Chair	meeting in February	delegates.
President	2 <sup>nd</sup> Wed. meeting in February	<ol style="list-style-type: none"> <li>1. Asks if there are any other nominations from the chapter.</li> <li>2. Conducts the election of officers and convention delegates</li> <li>3. Thanks the Nominating Committee for the work they did.</li> </ol>
President	2 <sup>nd</sup> Wed. meeting in March	<ol style="list-style-type: none"> <li>1. Installs new officers at business meeting.</li> <li>2. Reminds former officers to meet with new officers for training and transitioning materials.</li> </ol>