

## CHAPTER 12: ELECTIONS AND NOMINATING COMMITTEE

### Includes the following forms at end of the Chapter

- *Ballot Form for Governing Board*
- *Ballot Form for Nominating Committee*
- *Ballot Form for Board Positions not filled by the time of the Ballot*

### Basic Facts

The Nominating Committee is crucial for ensuring the continuity of our Club. It is their responsibility to:

- Prepare a list of suitable and willing candidates for Board and Nominating Committee positions (Bylaws Article III.1). Currently the Board consists of the following positions: President, Secretary, Treasurer, Editor, Welcome/Sunshine Coordinator, Membership Secretary, Activities Coordinator, Special Events Coordinator and Coffee Coordinator. After consultation with the Board, the Nominating Committee has the final decision on the list of Board candidates
- Organize the annual ballot for electing all Board members and new members of the Nominating Committee (see calendar later in this chapter for details)
- Prepare the *Ballot Form for the Governing Board*, including the names of those who have served two years and who wish to serve a second term of office in the same position as well as the names of candidates for vacant Board positions. There may be more than one candidate for each vacant position
- Prepare the *Ballot Form for Nominating Committee*
- Announce the results of these ballots at the AGM
- Copy meeting Minutes to the Archivist

The work of the Nominating Committee begins early in the Club year, and follows a calendar that needs to be carefully respected. This calendar appears later in this Chapter.

Each member of the Nominating Committee should be fully familiar with

- the Club Constitution
- the Club Bylaws
- Chapter 12 of the POPs
- Chapter 2 of the POPs
- Chapters of the POPs dealing with each Board Member's job description

### Points to take into account when searching for Board candidates:

- The term of office is from 1 July to 30 June, the "Club Year"
- All Board Members must be confirmed or elected by members in the annual ballot
- Generally, eligibility for Board membership requires Club membership for a six-month period prior to the nomination deadline of 1 March
- Members appointed to the Board will ideally serve a two-year term in the same position, with the understanding that they will run unopposed for their second year.
- If a Board Member decides to stand for a different position after her first term, other candidates may also stand. If elected, she is eligible for two terms of office in that position
- No Board position is an automatic step to another Board position
- There are no limits to the number of times a Club member may stand for election to the Board
- If a Board Member resigns during her term of office, the vacancy is filled by appointment by the Board for the remainder of the Club year. The Nominating Committee Chair may be consulted
- Nominating Committee members are ineligible for Board positions during the year following their service on the Committee. However, in exceptional circumstances, the President may, with the Board's consent, waive the one-year waiting period between serving on the Nominating Committee and being nominated for a Board position.
- When explaining future roles and responsibilities of potential Board Members, they should be referred to the relevant Chapter(s) on the IWCN website
- Potential candidates should be put in contact with the present incumbent
- Communication between the Board and the Nominating Committee is of the utmost importance at all stages of the process. The role of the Board Representative as liaison is vital for ensuring timely and accurate sharing of information about potential candidates

**Points to take into account when searching for Nominating Committee candidates:**

- The Nominating Committee consists of six elected members and a seventh member appointed from the Board as its representative (Bylaws Article III.3)
- Eligibility for Nominating Committee membership requires Club membership for a 12-month period prior to the nomination deadline of 1 March
- Committee members are elected for a term of two years (Bylaws Article III.4)
- Each year there should be at least one new name on the Ballot Form for the Nominating Committee
- Club Members vote for the vacant positions on the Nominating Committee via the *Ballot Form for Nominating Committee*
- Ensure potential Nominating Committee candidates can access a copy of this Chapter to inform them of their future roles and responsibilities
- Inform potential Nominating Committee candidates that the Chair(s) of the Nominating Committee is chosen from the Committee members serving their second year.
- Future Nominating Committee members must understand the importance of attending all their meetings

**YOUR ROLE AS NOMINATING COMMITTEE CHAIR**

<b>Tasks &amp; Responsibilities</b>	<b>Further details</b>
Be fully conversant with the Club Constitution and its Bylaws, the whole of this Chapter, Chapter 2 of the POPs, and the Chapters dealing with each Board Member's job description	<ul style="list-style-type: none"> <li>• Contact the PAC Chair if you need clarification of any point</li> </ul>
Chair regular Nominating Committee meetings	<ul style="list-style-type: none"> <li>• Ensure Minutes are taken</li> </ul>
Be proactive in searching out potential candidates and report back to the Nominating Committee	<ul style="list-style-type: none"> <li>• Attend as many Club activities as possible</li> <li>• Familiarise yourself with members' skills and experience from information in the Club database supplied by Membership Secretary</li> </ul>
Prepare a report for the AGM	<ul style="list-style-type: none"> <li>• Send the text to the Secretary before the AGM</li> </ul>
Present the report at the AGM and announce the results of the ballots for the Board and any new members of the Nominating Committee	
Follow the calendar for the nominating process	
Keep records of full results of Board and Nominating Committee ballots for 1 year	<ul style="list-style-type: none"> <li>• Record the number of ballots returned, number of 'yes' votes, and number of 'no' votes for the Board and Nominating Committee</li> </ul>
Co-ordinate the contacting of potential candidates	<ul style="list-style-type: none"> <li>• If you are to make contact yourself, provide a copy of the relevant POPs Chapter(s), including Chapter 2</li> </ul>
Ensure that Nominating Committee members are kept up to date of any changes to the POPs	
Pass any suggestions for revising the nominating process to the PAC Chair	

**YOUR ROLE AS NOMINATING COMMITTEE MEMBER**

<b>Tasks &amp; Responsibilities</b>	<b>Further details</b>
Be fully conversant with the Club Constitution and its Bylaws, the whole of this Chapter, Chapter 2 of the POPs, and the Chapters dealing with each Board Member's job description	

Attend all Nominating Committee meetings and the AGM	
Be proactive in searching out potential candidates and report back to the Committee	<ul style="list-style-type: none"> <li>Attend as many Club activities as possible</li> <li>Familiarise yourself with members' skills and experience from information in the Club database supplied by Membership Secretary</li> </ul>
Follow the calendar for the nominating process	
Contact potential candidates, brief them on the position in question, and establish that they are willing to stand	<ul style="list-style-type: none"> <li>Nominating Committee Chair will ask you to do this</li> <li>Provide a copy of the relevant POPs Chapter(s) including Chapter 2</li> </ul>

### YOUR ROLE AS BOARD REPRESENTATIVE TO THE NOMINATING COMMITTEE

Tasks & Responsibilities	Further details
Be fully conversant with the Club Constitution and its Bylaws, the whole of this Chapter, Chapter 2 of the POPs, and the Chapters dealing with each Board Member's job description	
Attend all Nominating Committee meetings	<ul style="list-style-type: none"> <li>Communicate all Board opinions on potential candidates to the Committee</li> <li>Communicate all Nominating Committee opinions on potential candidates to the Board</li> </ul>
Take part in any vote	<ul style="list-style-type: none"> <li>Voting can only take place when the Board Rep is present</li> </ul>
Propose but do not recruit candidates yourself	<input type="checkbox"/> This is to preserve the independence of the nominating process

### CALENDAR

Month	Procedure	
	INCOMING CHAIR	INCOMING COMMITTEE
June/July/ August	<input type="checkbox"/> Receive Minutes from the outgoing Chair <input type="checkbox"/> Familiarise yourself with all relevant Nominating Committee documents on the website <input type="checkbox"/> Set date of September orientation meeting with Committee members •	Elect a new Nominating Committee Chair from second-year Committee members <ul style="list-style-type: none"> <li>Familiarise yourself with all relevant Nominating Committee documents on the website</li> </ul>
	CHAIR	COMMITTEE
Sept/ Oct/ Nov	<ul style="list-style-type: none"> <li>Chair the orientation meeting</li> <li>Send announcement about the election process to <i>The Grapevine</i> Editor for insertion in the October and/or November <i>Grapevine</i>. This is to enable the membership to nominate willing candidates</li> </ul>	<ul style="list-style-type: none"> <li>Begin process of identifying potential candidates for serving on the Board and Nominating Committee</li> </ul>

December	<ul style="list-style-type: none"> <li>Remind the President that Board Members must inform you by 1 January whether they intend continuing on the Board</li> </ul>	<ul style="list-style-type: none"> <li>Continue process of identifying potential candidates for serving on the Board and Nominating Committee and begin to make contact with them</li> </ul>
January	<ul style="list-style-type: none"> <li>Ensure that each Board Member has informed you by 1 January whether               <ul style="list-style-type: none"> <li>she will continue in her present Board position,</li> <li>she wishes to be considered for a vacant position, or</li> <li>she will not be available for the next Club year</li> </ul> </li> <li>Inform the membership (via the <i>Digest</i> and the February <i>Grapevine</i>) which Board positions will definitely be vacant and invite members to email any proposals to the Nom Com Chair(s)</li> <li>Remind them that the deadline for suggesting candidates is 1 March</li> <li>Prepare a list of candidates who have given their consent to stand for Board and Nominating Committee positions</li> </ul>	<ul style="list-style-type: none"> <li>Consider potential candidates</li> </ul>
March	<ul style="list-style-type: none"> <li>Attend the March Board Meeting and present the list of candidates for discussion</li> <li>If the Board has serious reservations about the eligibility/suitability of any candidate, this must be communicated to the Committee</li> </ul>	
April	<ul style="list-style-type: none"> <li><input type="checkbox"/> Finalise candidate choices for each vacant Board position</li> <li><input type="checkbox"/> If the list of Board candidates contains more than one name for a post the candidates must be informed and be in agreement with this before the list is published</li> <li><input type="checkbox"/> Send the complete list of Board and Nominating Committee candidates to the Board for their April meeting</li> <li><input type="checkbox"/> Ask each candidate for Board and Nominating Committee positions to send you a short profile of herself along with a photo</li> <li><input type="checkbox"/> Send these to the <i>Grapevine</i> Editor by 10 April for insertion in the May <i>Grapevine</i></li> <li><input type="checkbox"/> Encourage all candidates to attend the April Coffee Event</li> <li><input type="checkbox"/> Attend April Coffee Event to introduce candidates for Board positions and Nominating Committee vacancies</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Prepare on line Ballot Forms for Board and Nominating Committee</li> </ul>

NB	<ul style="list-style-type: none"> <li>• If the list of candidates for Board positions is incomplete in the May <i>Grapevine</i>, continue to search for candidates.</li> <li>• If you find candidates before the AGM, tell the Board and inform the membership through a notice in the <i>Digest</i></li> <li>• If necessary, prepare a Ballot Form for Board Positions not filled by the time of the Ballot</li> </ul>	
May	<ul style="list-style-type: none"> <li>• Inform all candidates of the election results</li> <li>• Prepare Nominating Committee report for the AGM (see details in <b>Your Role as Nom Com Chair</b>)</li> <li>• Attend the AGM</li> <li>• Present your report</li> <li>• Send written announcement of the election results to <i>Grapevine</i> Editor by 10 May, for insertion in June <i>Grapevine</i></li> </ul>	Make sure each Club member has signed in
June	<ul style="list-style-type: none"> <li>• Invite new Board and Nominating Committee members to attend the June and summer Coffee Events</li> <li>• Call a handover meeting with new Nominating Committee</li> <li>• Hand over the working file and Minutes to the incoming Chair</li> </ul>	

**CLUB POLICY:**

- The Committee's work is confidential and should never be discussed with anyone outside the Board or the Committee itself
- Ideally, the Nominating Committee Chair (or Co-Chairs) is selected from the members who are beginning their second year on the Nominating Committee.
- The Board Rep is a full voting member
- The Board Rep does not contact potential candidates
- The list of candidates for the Nominating Committee is not given to the Board for approval

**The International Women's Club of Nyon**

**Ballot Form  
for  
Governing Board  
20.. to 20..**

<b>These candidates have agreed to serve a second year. Indicate Yes or No</b>			
President		Yes	No
Secretary		Yes	No
Treasurer		Yes	No
Membership Secretary		Yes	No
Activities Coordinator		Yes	No
Welcome/Sunshine Coordinator		Yes	No
Coffee Events Coordinator		Yes	No
Editor		Yes	No
Special Events Coordinator		Yes	No

<b>These candidates are standing for election. If there is more than one candidate for a position, you vote for only one of them.*. Indicate yes or no</b>			
President		Yes	No
Secretary		Yes	No
Treasurer		Yes	No
Membership Secretary		Yes	No
Activities Coordinator		Yes	No
Welcome/Sunshine Coordinator		Yes	No
Coffee Events Coordinator		Yes	No
Editor		Yes	No
Special Events Coordinator		Yes	No

\* This sentence is deleted if there is only one candidate for each position.

From the Nominating Committee, April 20..

Please return this form by ..... to

Nominating Committee Chair

**The International Women's Club of Nyon**

**Ballot Form  
for  
Nominating Committee  
20..-20..**

Please indicate the names of your chosen candidates.

1	
2	
3	
4	
5	
6	
etc.	

From the Nominating Committee, April 20..

Please return this form by ....to

Nominating Committee Chair

**The International Women's Club of Nyon****Ballot Form  
for  
Board Positions not filled by the time of the Ballot  
20..-20..**

If there is more than one candidate for a position, you vote for only one of them.  
Please indicate Yes or No for the candidate of your choice for each position.

<b>Position</b>	<b>Candidate(s)</b>	<b>Yes</b>	<b>No</b>
		Yes	No
		Yes	No
		Yes	No
		Yes	No