

NOMINATING COMMITTEE DUTIES AND RESPONSIBILITIES

1. The Nominating Committee Chairman is appointed by President.
2. The committee prepares a resume of each nominee and submits it with the ballot approximately 30 days prior to election. These are usually mailed in September or October depending on the date of the election. Only Active members of the Chapter may vote.

Chairman duties include:

1. Acquire list from the President of offices to be filled. For election in even years and service in odd years, the offices usually are: President-elect, Recording Secretary, Treasurer, Junior Board Member, and Nominating Committee. For election in odd years and service in even years, the offices usually are: President-elect, Recording Secretary, Membership Secretary, Junior Board Member, and Nominating Committee.
2. Acquire list of eligible APIC members from Membership Chairman. (See Bylaws, Article VIII, Section 4). President-elect should serve at least one year as a member of the APIC Board of Directors prior to assuming the office of President-elect.
3. Acquire current "Duties and Responsibilities" from President-elect (reviewed/updated annually) and on the goapic web page.
4. Announce open offices at general meeting no later than the July business meeting. Contact eligible members for open offices. Send a copy of the appropriate job description to members interested in running for those open offices.
5. Set deadline dates for:
 - a. Candidate selection for each office (usually early August)
 - b. Consent and job responsibilities to be mailed and returned (usually end of August)
 - c. Presentation of slate to APIC Board (usually prior to September meeting)
 - d. Presentation of slate to APIC members (usually September meeting)
 - e. Resume and ballot typing
 - f. Mailing (approximately 30 days prior to elections -- First of September approximately)
 - g. Ballot counting (set by the Board and must be by done December 1)
6. Obtain current (annually reviewed) job descriptions from President-elect (on the goapic web page). Send job responsibilities, consent to serve form, and resume request forms to candidates. Send both the President and President-elect job

descriptions to the candidate for President-elect, as it is a three-year commitment. Send the Senior and Junior Board Member job description to the candidate for Junior Board Member.

Ballots are sent only to eligible, voting members (Active members). This does not include Associate or Retired members. Remember, if you get mailing labels from the Recording Secretary, they need to be cross-referenced to the list of eligible voters.

7. Ballot mailing should include:
 - a. Envelope addressed to a Nominating Committee member
 - b. Resume
 - c. Ballot – ballot should be returned in an envelope that includes the return address of the member voting on the outside envelope. This is so the vote can be validated as coming from an APIC member. Put the members' return address on the outside envelope. The inside envelope should be blank except for the word "Ballot" on it.
8. Collect return ballot envelopes unopened. Hold for election meeting.
9. Tellers will be appointed by the President to count the ballots.
9. Destroy the ballots at the direction of the President at the conclusion of the election.
10. Notify the candidates of the election results via letter in conjunction with the President.
11. Before buying anything for APIC, check with treasurer. Non-profit rate for purchases/postage may be available. If it is anticipated that you will spend more money than is budgeted for Nominating Committee, notify the President and Treasurer immediately.
12. Chair should maintain and update the Nominating Committee notebook. Turn it over to the upcoming committee chair.