

Subject: Nominating Committee	Initial Date: 03-20-2009	
Responsibility: President Elect	Date Reviewed: 03-20-09	
Approved by: SCV-CAMFT Board of Directors 03-27-09	Date Revised: 03-20-09	P&P 121, 121 - A

121 -- NOMINATING COMMITTEE

I. Purpose

The purpose of this document is to ensure that the President-Elect recruits and oversees a Nominating Committee for board elections in odd-numbered years.

II. Policy

The President-Elect is to form, and preside over, a Nominating Committee by the end of March in each election year (election years are odd numbered -- Board terms are two years, beginning in even-numbered years).

III. Procedures

- 1) President-Elect shall consider how to advertise for soon-to-be-vacant Board positions and for Nominating Committee members, such as via the Chapter luncheons, newsletter, website, and/or email blasts, etc.
- 2) Nominating Committee shall consist of at least 4 (four) chapter members.
- 3) President-Elect recruits a minimum of three additional members for the Nominating Committee. Members must be licensed, chapter members, in good standing.
- 4) President-Elect shall notify the Nominating Committee of board positions which need filling.
- 5) The President-Elect shall provide the Nominating Committee with a current board packet which outlines job descriptions and duties of each Board position under consideration as well as the upcoming year's board calendar – to the extent known. (See Appendix 121 – A).
- 6) Nominating Committee shall decide the frequency, location and time of meetings they may need in order to accomplish their task of interviewing potential board members.
- 7) Nominating committee will review and, if desired, revise board candidate interview questions.
- 8) President-Elect shall NOT interview candidates, but may suggest, as well as veto, potential candidates.
- 9) Nominating Committee shall identify potential board candidates, interview them, and recommend their opinion of the best candidate(s) to the President-Elect.
- 10) After approval or veto by the President-Elect, the nominating committee shall submit a ballot of candidates, for approval by membership vote, at the Annual Membership Meeting – generally held in October/November. Therefore, the ballot must be finalized by late September.