



## **Southeast District Nominating Committee Guidelines**

The function of this committee is to recruit nominees and receive nominations for new Southeast District officers.

The chair of this committee is the District Advisor.

The chair of this committee serves on the State Nominating Committee.

Positions that need to be filled:

- President (1st Vice President should be willing to accept the nomination to be voted on for President)
  - 1st Vice President (2nd Vice President should be willing to accept the nomination to be voted on for 1st Vice President)
  - 2nd Vice President (Need to nominate)
  - Secretary (Need to nominate; this is a one (1) year term)
  - Treasurer (Need to nominate; this is a two (2) year term)
  - Advisor (outgoing President becomes Advisor and Nominating Chair)
  - Parliamentarian (selected and appointed by current President)
- 
- The nomination process should begin in January/February
  - Request nominations from members; members can nominate themselves or other members
  - Recruit members to fill positions that are unfilled; personal contact in this process can be helpful
  - The nomination chair is to submit the slate of officers to the members to be voted upon at the fall meeting. Requests can be made at the spring meeting if needed.
  - The nomination chair is responsible for the installation service and installing of newly elected officers at the end of the fall meeting.
  - Newly installed officers will begin serving their term on October 1.

Additional information regarding officer positions:

- State Executive Board – consists of state level elected officers
- State Board of Directors – consists of state level elected officers, district elected officers and state committee chairs
- The Advisor and Parliamentarian do not have voting rights within the board on which they serve; however, they would have voting rights within the general membership meeting.
- The position of Secretary and Treasurer are one and two year terms respectively, but the officer may volunteer to be nominated for additional terms of service.