

Southwest Section Nominating Committee

Suggested Procedures, Schedule and Deadlines for a two-year term of office.

Revision March 30, 2018

The purpose of the Nominating Committee is to present candidates for Southwest Section elections, which are held bi-annually.

This document describes the SWS election process and includes notes for transitioning to a hybrid or electronic election.

Year #1 July - Aug

Nominating Committee Chairman:

1. Add your address at the bottom of the current Intent to Seek Election form, and revise as needed.
2. Revisions to Intent to Seek Election form are to be approved by the Committee, current SWS Governor and a majority of the SWS Board of Directors.
3. Make Intent to Seek Election form available from Chairman and SWS website. (SWS Standing Rules, Nomination & Election)
4. Schedule a Nominating Committee meeting for the Fall Section meeting.
5. Send Intent to Seek Election forms for distribution in Chapter Chairman packets.
6. Prepare to attend the Board of Directors Meeting at Fall Section Meeting.
7. Provide annual Written Report and operate in accordance with NC SOPs. (SWS Bylaws, Article XII, Sec. 2)

Nominating Committee (NC):

1. Review all current SWS Bylaws and Standing Rules applicable to requirements for candidacy and election procedures.
2. Keep copies of these handy for reference when speaking with potential candidates.

September Fall Section Meeting

Chairman:

1. Attend BOD meeting. (Other NC Members may also attend.) The purpose is to acquaint the Board of Directors with you and your committee.
2. At General Business Meeting, introduce yourself and Nominating Committee members.

Committee:

1. Focus on developing contacts and getting to know many 99s.
2. Distribute Intent to Seek Election forms to potential candidates

Chairman:

1. Delegate a member(s) to write a run-for-office article for each issue of *The Southwesterly*. All articles should end with the names of all Committee members.

Writer:

1. Submit articles to Chairman for approval and submission for publication. Hint: Choose a theme.

Chairman:

1. Review and submit articles prior to these deadlines. Deadlines for *The Southwesterly* are the **20th** of each **Dec., Mar., June, and Sept.**
2. If any publication delays, send articles to Chapter Chairmen for distribution in their newsletters.

Oct - Dec

Committee:

1. Continue collecting names of candidates.

Writer:

1. Write and submit *Southwesterly* article to Chairman by **Nov 31st.**

Chairman:

1. Send first election article to *Southwesterly* editors by **Dec 20th.**

Year #2

Jan - Feb

Committee:

1. Look for possible candidates at Winter Business Meeting.

March

Writer:

1. Write and submit *Southwesterly* article to Chairman by the **10th.**

Chairman:

1. Send election article to *Southwesterly* editors by the **20th.**

Chairman with Committee input:

1. Review recent Nominating Committee budgets and submit budget to SWS Treasurer by **Mar 31st.**

April

Chairman:

1. Communicate with Nominating Committee Members regarding possible candidates, sharing the results with committee.

May

Spring Section Meeting

Chairman:

1. Meet with Nominating Committee. At General Business Meeting, encourage 99s to become candidates.

Committee:

1. Keep looking for potential candidates.
2. Remind everyone that the deadline for submission of Intent to Seek Election form is **January 15**. (SWS Standing Rules, Nomination and Election)
3. Intent to Seek Election is endorsed by candidate's Chapter Chairman, if unable, it is endorsed by two other Chapter Chairmen. (SWS Standing Rules, Nomination and Election)

Note:

1. **"Electronic elections are hereby authorized."** (SWS Bylaws, Article VIII, Section 3)
2. The use and duties of a service provider with respect to an electronic or hybrid election are as outlined in the International Standing Rules. (SWS Standing Rules, Nomination and Election)

June

Writer:

1. Write and submit *Southwesterly* article to Chairman by the **10th**.

Chairman:

1. Send election article to *Southwesterly* editors by the **20th**.

Committee Volunteer:

1. Send Email blast to SWS Chapter Chairmen requesting referrals for potential candidates.
2. Use 99s SWS Chapter Chairmen list for current officers.

SWS Governor:

1. Appoints Election Procedures Committee Chairman with approval of SWS Board. (SWS Standing Rule, Election Procedures Committee)

Election Procedures Committee (EPC):

1. "Chairman....shall work with Nominating Committee and Service Provider on Ballot Format, Electronic Balloting, Tabulation and Notification of Election Results to Governor." (SWS Standing Rule, Election Procedures Committee)

July

Designated NC Member

(If either a Hybrid or Electronic Election then Service Provider's Task):

1. Create Chapter Chairmen mailing list.
2. Chapter Chairmen emailing list can be found on the SWS website.

August

Chairman:

1. Email or mail an Intent to Seek Election form to all Chapter Chairmen.

September

Fall Section Meeting

Chairman:

1. Meet with Nominating Committee.
2. Attend Board of Directors Meeting
3. At General Business Meeting, urge people to run for office and remind them of the Intent to Seek Election **January 15** deadline.""

Writer:

1. Write and submit *Southwesterly* article to Chairman by the **10th**.

Chairman:

1. Send election article to *Southwesterly* editors by the **20th**.
2. Send the Intent to Seek Election form for publication in the *Southwesterly*.

October

Committee:

1. Send letters or emails of encouragement, or make personal phone calls to encourage potential candidates to submit an Intent to Seek Election form.
2. Continue to network and solicit capable candidates, as the application period is ending soon.

November

Writer:

1. Write and submit final *Southwesterly* article to Chairman by **Nov. 31**.
2. Remind everyone that to be valid, applications must ARRIVE by **Jan 15th**.
3. Explain that applications should arrive by First Class Mail service or email.

Chairman:

1. Contact SW Section Governor and inform of candidate list status.
- If either a Hybrid or Electronic Election then Service Provider's Task:
2. Estimate number of ballots to be printed.
 3. Check with Treasurer for arrangements to pay bills for ballot preparation and mailing.

SWS Governor:

1. Appoints Head Teller (cannot be from Nominating Committee) and notifies NC Chairman and EPC Chairman. (If either a Hybrid or Electronic Election then Service Provider's Task to be Head Teller)

Designated NC Member

(If either a Hybrid or Electronic Election then Service Provider's Task):

1. Design inner and outer envelopes according to samples (physical or electronic) provided by the previous committee.

Inner envelopes will have the Head Teller's name and mailing address printed in both "To" and "From" positions. Your return envelopes are slightly smaller, and should be printed in a distinct fashion so that they discourage duplication. One method is to add a horizontal rectangle, divided into four squares in the lower left corner in which you may handwrite numbers. (Note: you must not make lists to correlate voters' names with numbers.) Such numbers, in the Teller's hands, will serve to confirm that no numbers are duplicated and that no numbers fall outside of the range you selected.

Outer envelopes are slightly larger (# 10 envelopes) and have printed as the return address (or "From") the Nominating Committee Chairman's name and address, plus "BALLOT" printed on left side of the envelope.

Designated NC Member:

1. Design ballots. Consider printing on colored paper.(If either a Hybrid or Electronic Election then Service Provider's Task)
2. Design lay out for Candidate Statements.
3. As Candidate Statements come in, check that word count does not exceed 150 words and ask for immediate revision if necessary.
4. Post Candidate Statements onto the SWS Website and/or Service Provider's Website.
5. On Ballot note that Candidate Statements are located on the SWS Website. (If either a Hybrid or Electronic Election then Service Provider's Task)

December

Chairman:

1. Send *final* election article to *Southwesterly* editors by **Dec. 20**.
2. Contact Chapter Chairmen a second time with Intent to Seek Election form.
3. Remind everyone that to be valid, applications must ARRIVE by the deadline, **Jan. 15**.
4. Explain that applications should arrive by normal First Class Mail service.

Year #3

January

Chairman:

1. Send copies of all applications to all Committee members for validation.
2. Either seek best printer's quote for the copies or scan and email copies.

3. Retain all originals, as you must retain all original signatures.

All Committee Members:

1. Immediately review all applications by the following criteria:
 - a. Intent to Seek Election forms must arrive at NC Chairman's address on or before **Jan 15th**.
 - b. Use the International Online Directory to verify:
 1. Candidates' membership status is Current.
 2. She has been an Active member for a minimum of 2 years prior to **Jan. 15th**.
 3. Original endorsement signature(s) agrees with online officer listing.
 4. Use the SWS Bylaws requirements to verify eligibility for office sought.

In cases that merit additional inspection, you may verify a candidate's past service experience (SWS Officer, Committee Chairmen, or Chapter Chairman position held) in your Chapter Chairman's Handbook, or by requesting these files from the SWS Secretary. Note: HQ, Oklahoma City, has files of Chapter Information Forms that you may request be scanned and sent.

NC Chairman:

1. Turnover verified candidate list to Election Procedures Committee Chairman for further election processing.

Designated NC Member

(If either a Hybrid or Electronic Election then EPC and/or Service Provider's Task):

1. On **January 15th**, or the first day following, order labels from Headquarters (or download from International Website).
2. Check current SWS Bylaws to make sure which categories of membership are eligible to vote.
3. When ordering the labels from Headquarters, specify the exact categories of membership to be included. Note: Include members whose Status is listed as Current, Hold, or Standby, as this is a grace period and they have not yet been dropped from the membership rolls.
4. On **January 15th**, or the first day following, prepare a spreadsheet of all eligible voters to be used during ballot stuffing.

Designated NC Member

(If either a Hybrid or Electronic Election then EPC and/or Service Provider's Task):

1. Finalize Ballot pages.
2. Send out to Chairman and other Committee members before printing for proofing.

February

Chairman

(If either a Hybrid or Electronic Election then EPC and/or Service Provider's Task):

1. Update Governor on ballot progress.
2. Purchase postage according to Spreadsheet. Plan for extra postage for out-of-country members.

Designated NC Member

(If a Hybrid Election then Service Provider's Task):

1. Send ballots and envelopes to the printer. Have print shop pre-fold them as well.

Committee (and volunteers) who are not running for office

(If a Hybrid Election then Service Provider's Task):

1. Stuff and label envelopes with Teller's envelope, ballot, and Candidate Statements.
2. Check labels against **Jan 15th** Spreadsheet.
3. Stamp and mail on or before Mar 1st deadline, as several members reside out-of-country. (SWS Standing Rules, Nomination and Election)
4. Upload candidate statements to SWS website, send email Blast saying Candidate Statements are available on website, provide link.

Chairman

(If either a Hybrid or Electronic Election then Service Provider's Task):

1. Confirm **April 1** ballot return deadline with a note to each Chapter Chairman for publication in their March newsletters.

March

If either a Hybrid or Electronic Election then Service Provider's Task:

1. "On or before March 1, the SWS membership shall receive a paper or electronic ballot with names of all eligible candidates." (SWS Standing Rules, Nomination and Election)

Chairman:

1. Review SOP's and revised forms, send to all members of Committee for agreement.
2. Send to current SWS Governor/Board for approval.

April

If either a Hybrid or Electronic Election then Service Provider's Task:

1. Paper and/or Electronic Ballot return deadline is **April 1st**. (SWS Standing Rules, Nomination and Election)
2. Paper postmarked or Electronic Ballots received after **April 1st** shall be considered void. (SWS Standing Rules, Nomination and Election)
3. Paper and/or Electronic Ballots will be opened by Service Provider and counted by **April 15th**. (SWS Standing Rules, Nomination and Election)

SWS Head Teller

(If either a Hybrid or Electronic Election then Service Provider's Task):

1. Send selection results to **Election Procedures Committee.**
2. **Election Procedures Committee sends election results to SWS Governor.**

SWS Governor:

1. Notifies all candidates of election results. (SWS Standing Rules, Nomination and Election)
2. SWS Governor sends statement to *Southwesterly*.
3. Winning Candidates shall be installed at the end of the Spring Section Business Meeting. (SWS Standing Rules, Nomination and Election)

Nominating Committee Chairman:

1. Collects expense reports from Nominating Committee and coordinates with Treasurer to get bills paid.

Spring Section Meeting

SWS Head Teller

(If either a Hybrid or Electronic Election then Election Procedures Committee's Task):

1. Announces new officers

Chairman:

1. Deliver approved NC SOP's and revised forms to new Nominating Committee Chairman by hard copy and/or electronic copy.

Notes:

1. If during a hybrid election the cost of paper ballots handled by the service provider is too high an option is to proceed with paper ballots as though there was no service provider.
 - A. Nominating Committee handles the paper ballots
 - B. Governor appoints a Head Teller.
2. It may also be possible to renegotiate the paper ballot cost with the service provider.
3. Check with the Editor of the *Southwesterly* for article deadlines.
4. Consider receiving applications via email and US Mail.

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