



THE NINETY-NINES, INC., SOUTH CENTRAL SECTION

STANDARD OPERATING PROCEDURE

Nominating Committee

1. **Background:** The South Central Section (SCS) elects a Nominating Committee to source candidates to run for election to the SCS Board and the Nominating Committee (the “Committee”).
2. **Purpose:** Solicit members to run for board offices from the general membership, by sending out an appeal through the *Approach*, contacting Chapter Chairmen for possible candidates, soliciting recommendations from current officers.
3. **Responsibility:** Committee members are responsible for executing this procedure. The Committee is also responsible for suggesting revisions to this SOP.
4. **Committee Organization:**
 - As soon as the Nominating Committee is elected, the Committee members must decide who will be the Chairman. That can be done by any method they wish.
 - Once the Chairman is decided, put together a current and complete contact list for the committee, phone, email, address, etc.
 - The Nominating Committee Chairman is responsible for ensuring timely, accurate, and complete information to all members of the committee.
 - All decisions should be made with the consent of the entire committee.
5. **Sourcing Candidates:**
 - Find members to run for office; requirements are in the Section Bylaws and Standing Rules.
 - i. Solicit ideas for candidates from existing Officers, Chapter Chairmen.
 - ii. Solicit ideas from the current Board, especially the Vice-Governor.
 - Update the contact information and dates on the Intent to seek Election form (found in the forms portion of the home page of the SCS web site).
 - i. Request the Intent to Seek Election be updated by the webmaster for the SCS website. The dates need to be changed in the paragraph that the Nominee must sign, the front page of the form, and the back of the form to reflect the correct year.
 - ii. Revise the information regarding the current Nominating Committee Chairman.



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- Send out an appeal in an article in the next issue of the *Approach* (check for deadline in current issue of *Approach*). See below for an idea on an article.
 - i. Do this in the issue prior to the deadline of October 31, as shown on the Intent to Seek Election form.
- Send out an appeal to all Chapters (check to find out who the contact is for their newsletter and write an article for them to publish).

6. Vacancies:

- If an elected official steps down before the end of her term, the goal is to fill the vacancy as soon as possible. The Committee prepares a list of eligible candidates, and presents it to the SCS Board. The SCS Board will select a person to fill the vacancy.
- If the vacancy occurs during the election cycle (November – May), consider whether to put on the list of eligible candidates the people who are running for the vacant position. This may not be a viable option if there are multiple candidates running for that position as it may improperly influence the upcoming election.
- Review the slate of candidates from the last election. If a candidate was either not elected, or chose to not run, consider whether that person might be a good candidate to fill the vacancy until the next election.

(Below is an idea for the SCS newsletter (*Approach*). Revise the content and dates as desired. Also, this could be used in Chapter newsletters and even an email blast to all Section members).



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Ladies, we want you, we need you, we love you, this is the way you can give back and help make our Section the best!!

- South Central Section is looking for good candidates for all the offices.
- Please look at our website www.scs99s.org for [IntenttoSeekElection.pdf](#) and [StandingRules.pdf](#) to see how you can help our Section.
- All information pertaining to election, terms of office, eligibility is covered in our [Bylaws](#).
- Elected officers shall be Governor, Vice-Governor, Secretary, Treasurer, and two Directors. A Nominating Committee of three members shall be elected as an independent board.
- Officers, directors, and standing committee members shall have such duties and responsibilities as are set forth in these Bylaws or as may be set forth in the Standing Rules.
- The Governor, Vice-Governor, Secretary, and Treasurer shall be elected in even numbered years for a term of two (2) years. The Immediate Past Governor shall serve for a term of two (2) years. The Governor shall serve as Chairman of the Board.

The next election will be during the spring of 2020 and the new Board will take office at the beginning of the 2020-2021 fiscal year (June 1, 2020).