**NOMINATING COMMITTEE**

**AAUW Florida will give equal consideration to all AAUW Florida members interested in running for state office. Members interested in running for a position must follow the rules set out in AAUW Florida Bylaws Articles VII to IX.**

**PROCEDURES:**

**I. NOMINATING COMMITTEE**

Members of the Nominating Committee are elected as outlined in AAUW Florida Bylaws, ARTICLE IX.

**II. RESPONSIBILITIES OF AAUW FLORIDA PRESIDENT AND NOMINATING COMMITTEE**

1. Prior to the election of members to serve on the Nominating Committee, AAUW Florida president shall distribute to board members and branch presidents the names of branches eligible to have a member serve on the Nominating Committee based on provisions outlined in State Bylaws, ARTICLE IX, Section 1.

B. Immediately following the election of the full nominating committee, the state president shall:

1. Appoint a temporary chair from the members elected to the Nominating Committee and direct the committee to meet prior to leaving the in-person portion of the annual meeting for purposes of organizing, selecting a permanent chair, and planning for the selection of nominees.

2. Announce the appointment of a past AAUW Florida president to act as a consultant/advisor to the Nominating Committee for the duration of the committee’s activities. The consultant shall be a non-voting member of the committee, but shall:

a. receive all oral and written information provided to Nominating Committee members;

b. attend all meetings of the committee;

c. be available as needed to the Nominating Committee chair in an advisory capacity.

3. The Nominating Committee shall seek diverse candidates for the overall slate.

* 1. At no time shall any committee member or alternate endorse or actively campaign for any candidate(s).

C. No later than August 15 following the annual meeting, the committee chair shall forward a packet to all AAUW Florida branch presidents and members of the board of directors, to include:

1. List of offices for which candidates may be recommended for election to be held at the next annual meeting.

2. List by name, branch, address (including e-mail address if available), and telephone number, members of the Nominating Committee.

3. Copy of job descriptions for those offices to be filled.

4. Copy of the “Candidate Vita for AAUW Florida Office”.

**III. ADMINISTRATION**

A. Functions of the Chair

1. Sets the time and place for meetings.
2. Maintains correspondence with committee members and alternates on pertinent matters.
3. Receives candidate forms, acknowledges their receipt to the candidates, and distributes copies to the members of the committee.
4. Sends follow-up letters to all candidates.
5. Notifies the Voting and Elections Chair of the nominees on the timeline adopted by the Board.
6. Notifies the Florida Board of Directors of the nominees at the winter board meeting.
7. Provides vita information to the Director for Communications for inclusion in annual meeting issue of *FloriVision*.
8. Presents the Nominating Committee Report at the AAUW Florida state annual meeting.

8. Prepares the wrap-up report of the committee for the Board of Directors no later than June 30 following the annual meeting.

B. Functions of the Committee

1. Studies the materials sent by the chair, including AAUW Florida policies, bylaws, etc.
2. Responds to inquiries and requests from the chair promptly.
3. Actively encourages the branch presidents and state officers to seek and cultivate members who are potential candidates, and makes appropriate forms available.
4. Implements AAUW’s diversity plan as appropriate to the work of the committee.
5. Thoroughly familiarizes themselves with the qualifications of the candidates.
6. Keeps materials in readiness should the necessity for passing them to an alternate occur.
7. Attends the meetings/conference calls of the committee.

**IV. CANDIDATE PROCESSING**

1. Candidate vita must be received by the chair of the Nominating Committee by

November 15.

1. A member elected to the Nominating Committee is not barred from becoming a nominee for a state office, but must resign from the Nominating Committee immediately after making the decision.

C. Committee chair and/or committee members shall review each candidate vita as received to insure that authorized forms have been submitted, that each is complete and that no additional letters, forms or attachments have been included.

D. Throughout the process the Nominating Committee chair and committee members shall be kept informed of all developments and vitae and shall communicate as a committee until the final list of nominees is set.

E. As soon as possible following November 15, the Nominating Committee chair shall forward list of members recommended, by office, to the Voting and Elections Chair and to the Director for Communications to be published in the winter issue of *FloriVision.*

1. Letters circulated by individuals or branches seeking support for a recommended member may include both an endorsement statement and a copy of the official vita form, but shall not contain additional vita information in the body of the letter or attached to it.
2. After November 15 each member recommended for state office shall be notified of the proposed nominees by the chair or a member of the Nominating Committee. Each candidate notified of being selected as a nominee shall immediately forward a personal photo to the current editor of *FloriVision*. Announcement of nominees and their photos will appear in the winter issue of *FloriVision*.
3. At least one (1) nominee shall be named for each office. The named nominees shall be submitted at the next annual meeting for election according to the bylaws.
4. The nominee for the office of president-elect shall have served previously on the AAUW Florida board of directors or as branch president. Nominees for director for finance shall have a working knowledge of basic accounting procedures and budget preparation.
5. The report of the committee shall be made at the annual meeting and there shall be an announcement that additional nominations may be made from the floor at the annual meeting provided written consent of the person has been obtained.

**V. SPECIAL SITUATION**

A. If no candidate has filed for an office or position by the November 15th deadline, or if a candidate withdraws after selection by the Nominating Committee leaving no candidate for that office:

1. The Nominating Committee chair shall notify the Board of Directors and branch presidents, asking them to submit the names of potential candidates.

2. Potential candidates must submit Vita Forms within three weeks of the original posted deadline.

3. These candidates will then be considered in the regular deliberations of the committee.

4. Candidates cannot be nominated by the committee unless the Candidate Vita Form has been received.

 B. If a position has no candidates by the time of the winter *FloriVision* deadline the

 committee shall continue to recruit qualified candidates for this position and

these candidates, with their permission, will be nominated from the floor at the annual meeting.

 C. All candidates nominated from the floor will briefly state their major

 qualifications in lieu of a written candidate Vita Form