Nominating Committee

Committee Chair

1. **Purpose:** The Chair leads the Nominating Committee in successfully identifying candidates to fill vacant positions on the Executive Board.

2. **Term of Office:** One year. Appointed.


4. **Major Duties/Responsibilities:**
   a. Coordinates all activities of the Nominating Committee.
   b. Coordinates all aspects of the Society’s annual election process.
   c. Attends Annual Meeting. May be required to attend select Executive Board meetings.
   d. Presents verbal or written reports of Committee activities to the Executive Board.
   e. Develops and adheres to a timetable and budget for announcing vacant Executive Board positions and soliciting, collecting, reviewing and electing nominees.
   f. Announces call for nominees and distributes nomination forms via Society’s web- and print-based communications.
      a. Coordinates non-recurring expenses with Society President and Treasurer.
      b. With Membership Chair, ensures that all nominees are in good standing with the Society.
   g. Creates ballot.
   h. Establishes and monitors electronic and paper voting procedures.
   i. Tallies votes and maintains confidentiality of results.
   j. Announces election results at the Annual Meeting. Prepares an article announcing newly elected members of the Executive Board for *The Florida Archivist* summer (July) issue.
   k. Oversees the successful and appropriate destruction of electronic and paper ballots.
   l. Submits a final report and all relevant, non-current records of the Committee to the President for transfer to the Society archives in Tallahassee, Florida.
Committee Members

1. **Purpose**: The Nominating Committee is a standing committee. The Committee meets annually, prior to the Society’s Annual Meeting, to fill vacant positions on the Executive Board.

2. **Number of members**: 3-4. The Immediate Past President shall serve as a member of the Committee.


5. **Major Duties/Responsibilities**:

   a. Assist the Chair in reviewing and updating nomination applications, as necessary.

   b. Identify potential nominees. Prepare a slate of candidates for each vacant office.

   c. Review nominations.

   d. Assist the Chair in developing the election ballot.

Approved by the Executive Board: June 10, 2013