

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.
3. **Voting Status:** Ex-officio. Non-voting.
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.
3. **Term of Office:** One year. Appointed.
4. **Voting Status:** Non-member. Non-voting.
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