

<b>3.6 – Nominating Committee</b>	Original Review:	11/2014, 11/2016, 4/2019, 6/2021
	Policy Group:	<b>Committees</b>
	Next Review:	4/2023
Purpose:	To recruit and prepare a ballot of appropriate candidates for ratification by the Board of Directors and to encourage and foster leadership development.	
Policy:	Identifies roles and responsibilities of the committee.	
Guidelines:		
<p><b>Qualifications</b></p> <p>Both Chairperson and committee members shall be appointed in accordance with the Bylaws (as listed below).</p> <p><b>A. Chairperson</b></p> <ul style="list-style-type: none"> <li>The immediate past President will serve as Chair of the Nominating Committee.</li> </ul> <p><b>B. Committee Members</b></p> <ul style="list-style-type: none"> <li>Must be an active SPN Member.</li> <li>May not serve as an officer or member of the Board.</li> <li>Elected by the membership.</li> </ul> <p><b>Responsibilities</b></p> <p><b>A. Chairperson</b></p> <ol style="list-style-type: none"> <li>Reviews Willingness To Serve forms for elected position or membership on the Nominating Committee.</li> <li>Coordinates verification of current membership and credentials of all candidates.</li> <li>Coordinates scheduling of ballot conference call with members and staff.</li> <li>Submits slate of candidates with a short portfolio on each to the Board of Directors for ratification prior to distribution to the membership.</li> <li>Notifies President, candidates, and Nominating Committee members of election results within 72 hours of notification of ballot tabulation by the National Office.</li> <li>Facilitates orientation of new committee members.</li> <li>Maintains minutes of all committee meetings and ensures that copies are sent to the SPN National Office.</li> </ol> <p><b>B. Members</b></p> <ol style="list-style-type: none"> <li>May use the Willingness to Serve form and other networking opportunities to identify and recruit potential candidates for elective offices.</li> <li>Review all candidates thoroughly and provide a recommendation for the election slate.</li> <li>Complete other duties as assigned.</li> </ol> <p><b>C. Committee Work Year Schedule</b></p> <ol style="list-style-type: none"> <li>Yearly appointment begins at the start of the Annual Conference and ends at the start of the next Annual Conference.</li> </ol>		

2. January – April: Collect Willingness to Serve forms, potentially interview future candidates at the Annual Conference through information conversations, and also recruit candidates onsite.
3. May – June: Call for leadership opens in May and closes in June. Candidates state interest to Nominating Committee through one-on-one interviews with all potential candidates prior to sending them the candidate packet.
4. If necessary, Nominating Committee may extend call for leadership into July.
5. July and August: Nominating Committee members complete scoring tool on each potential candidate and submit to National Office for blinded scoring summary. A conference call is held to review the blinded summary and to finalize the ballot.
6. September to October: Ballot is submitted to Board of Directors as an agenda item for ratification at the Fall Board of Directors Meeting.
7. November: Annual elections are run through the National Office.

### Structure and Tenure

The Nominating Committee shall consist of four members, three of whom are elected (1 odd year and 2 even years). Nominating Committee members shall serve no more than two consecutive two-year terms. The Immediate Past President shall serve one, two-year term.