

3.6 – Nominating Committee	Original Review:	11/2014; 11/2016; 04/2019; 6/2021; 04/2023
	Policy Group:	Committees
	Next Review:	04/2025
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>Qualifications</p> <p>Both Chairperson and committee members shall be appointed in accordance with the Bylaws (as listed below).</p> <p>A. Chairperson</p> <ul style="list-style-type: none"> The immediate past President will serve as Chair of the Nominating Committee. <p>B. Committee Members</p> <ul style="list-style-type: none"> Meet requirements in outline in bylaws. May not serve as an officer or member of the Board. Elected by the membership. <p>Responsibilities</p> <p>A. Chairperson</p> <ol style="list-style-type: none"> Reviews Willingness to Serve forms for elected position or membership on the Nominating Committee. Coordinates verification of current membership and credentials of all candidates. Coordinates scheduling of ballot conference call with members and staff. Submits slate of candidates with a short portfolio on each to the Board of Directors for ratification prior to distribution to the membership. Notifies President, candidates, and Nominating Committee members of election results within 72 hours of notification of ballot tabulation by the National Office. Facilitates orientation of new committee members. Maintains minutes of all committee meetings and ensures that copies are sent to the SPN National Office. <p>B. Members</p> <ol style="list-style-type: none"> May use the Willingness to Serve form and other networking opportunities to identify and recruit potential candidates for elective offices. Review all candidates thoroughly and provide a recommendation for the election slate. Complete other duties as assigned. 		

C. Committee Work Year Schedule

1. Yearly appointment begins at the start of the Annual Conference and ends at the start of the next Annual Conference.
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 the 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 ~~to~~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 the 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, unless Board approved. The Immediate Past President shall serve one, two-year term.