

Title: Nominating Committee Members and Chair

Elected or Appointed Position: Elected (2 Members Odd Year, 1 Member Even Year)

Service: 2 years

Overview:

Chair and Members of the Nominating Committee The Nominating Committee will consist of three (3) members. The member receiving the highest number of votes cast by the members voting during the annual election will serve as chair. The immediate Past President will be an ex-officio member. The members of this committee will serve two (2) year terms with staggered terms so that two members are elected in odd years and one elected in even years.

Duties: Duties include designation annually, or as otherwise specified, the candidates for office as indicated in Article IX, Nominations and Elections section of the WAND Bylaws.

ARTICLE IX. NOMINATIONS AND ELECTIONS

Section 1. Nominations.

A. The Nominating Committee will formulate an annual ballot consisting of the following:

- Designate annually two (2) candidates for the office of President-elect.
- Designate annually four (4) or more candidates for the Nominating Committee.
- Designate biennially in alternate years, two (2) candidates for the office of Secretary and Treasurer.
- Designate every three (3) years, two candidates for the office of Delegate.
- Designate biennially, two (2) candidates for the office of the Council on Professional Issues Chair.
- The committee will submit a written report identifying WDA members nominated for the elections to the Board at least 30 days prior to the election year.
- The Nominating Committee will be responsible for mailing and tallying the ballots for the annual election.

Section 2. General Criteria.

A. If the Nominating Committee after reasonable effort is unable to nominate two willing candidates who otherwise meet the qualifications for office, as may be further defined by ADA materials, a single candidate slate may be submitted to the membership.

B. Write-in candidates. The option of a write-in candidate as a right of membership exists in any election. However, no write-in candidate may be elected who does not meet the established qualifications for office. Nominations may be added by petition through the following procedure:

1. Other nominations for these offices may be made by nominating petitions

2. The petitions must be signed by not less than twenty (20) voting members of the Association.
 3. The consent from the nominee must be secured prior to the circulation of the petition.
 4. The petition (s) will be filed with the Immediate Past President on or before the date set by the Board of Directors.
- C. It is the philosophy of the Association to maximize the number of individuals participating in elected leadership positions, and to encourage all elected leaders to devote the maximum time and attention to their positions. For this reason, Wyoming elected officers may not, except in extraordinary circumstances, simultaneously hold an elected or appointed executive position in an elected ADA office, or an elected office in a related ADA organizational unit (e.g., affiliate district association, or DPG).
- D. No person is eligible to serve more than one full term in the same office consecutively except under extraordinary circumstances when the nominating committee is unable to solicit an alternative candidate and the position can't be filled otherwise.
- E. Members of the Nominating Committee will not be eligible to be a candidate for an elected office of the Association.

Section 3. Ballot and Voting.

1. The Nominating Committee will prepare the official ballot by January 15.
2. This ballot will be transmitted by regular mail and/or electronic means to the voting members of the Association by February 1. The WDA official administrative secretary maintains the membership list for mailing of the ballots.
3. Only ballots received or postmarked by midnight of March 1 will be counted. All mailed ballots must have WDA member's signature present to be accept for tallying.
4. The chair of the Nominating committee will tally the votes with verification by another member of the committee. Results will be provided to the WDA secretary who will contact all candidates regarding the outcome of the elections. If the chair of the committee is on the current ballot, another member of the committee who is not on the ballot will tally the ballots. Ballots are to be counted by March 15.
5. A majority of votes cast will constitute an election.
6. The official ballot may be combined with the awards ballot.
7. Each candidate may submit a maximum of ½ page resume for the ballot.
8. The candidate receiving, respectively, the largest number of votes for the offices of will be elected to those offices. The two remaining candidates for the Nominating Committee with the highest number of votes will be elected as members of this committee.
9. In the event of a tie vote for an office the election will be determined by lot.
10. The Secretary has the responsibility of notifying candidates of election results.

Checklist/Calendar:

Month	Duties	Done
June		
July		

August	Chair Submits Report and Agenda items All members Attends August Board Meeting	
September		
October	Request and Solicit Nominations for Board Positions Submit Information to Range Rider Newsletter	
November	Request and Solicit Nominations for Board Positions	
December	Create Ballot using SurveyMonkey Obtain Awards Nominations from Awards Chair	
January	Submit Ballot to the Board for Approval Submits Report and Agenda Items Attends January Board Meeting	
February	Votes in WAND and National Election	
March	Submit Information to Range Rider Newsletter	
April	Annual Conference Submits Report and Agenda Items Attends April Board Meeting Attends Annual Business Meeting Attends New Board Member Orientation	
May		

Resources:

Academy Link: <http://www.eatright.org/affiliates/>

WAND Link: www.eatrightwyoming.org

www.Surveymonkey.com – account information will be provided