

## COMMITTEES

### **Policy Statement 400.4 Selection of the Nominating Committee**

NAESP State Representatives shall meet annually to elect the members of the Nominating Committee for one-year terms. The Nominating Committee shall consist of one member from each of the nine zones, with one member acting as chairperson.

### **Scope of Policy**

This policy establishes the requirements and processes by which State Representatives annually elect the nine members of the Nominating Committee.

### **Guidelines for Implementation**

1. Each zone shall have one member from that zone on the Nominating Committee.
2. Each member of the Committee must be a member of NAESP. Several years of membership are preferred.
3. All groups - ethnic minority, male, female - must be represented on the Committee.
4. At least one and not more than three carry-over persons must be selected. Members may not serve more than two terms on the Nominating Committee. Carry-over members are considered to be those with prior experience on the Committee.
5. Not more than four members may be NAESP State Representatives. Persons will be considered to be NAESP State Representatives if they hold that position on the first of July preceding the annual meeting of the Nominating Committee.
6. Persons serving on the Nominating Committee will not be considered for a position on the Board of Directors during their year of service.
7. The person selected as the Chair of the Nominating Committee must be a carry-over member, but not necessarily a NAESP State Representative. The Committee Chair will be elected during this selection process. It is recommended that an Alternate Chair also be elected at this time. The Chair will be identified on committee rosters prior to its official meeting.
8. Members of the Board of Directors are ineligible to serve as members of the Nominating Committee.
9. Members of other NAESP standing or governance committees are ineligible to serve as members of the Nominating Committee.

## **Policy Statement 400.4 Selection of the Nominating Committee (Cont.)**

10. The names on the members of the Nominating Committee shall be published at least sixty (60) days prior to the meeting of the Committee, except when the process for election of the Vice President is initiated due to a vacancy in the office of the Vice President before the ordinary expiration of the Vice President's term and, in that case, the names of the members of the Nominating Committee shall be published as soon as possible after the President has instructed the Executive Director to initiate the process for electing a Vice President.

### **Procedures**

1. The meeting of the NAESP State Representatives shall be chaired by the NAESP President (who will not be the Chair or a member of the Nominating Committee). The NAESP President-Elect will assist the President by recording decisions and ensuring that procedures for established representation are followed. This process enables the NAESP President to be more familiar with this process when serving as Chair. No NAESP staff member or others who are not NAESP State Representatives are allowed in this meeting.
2. The Chair (President) shall draw for the order in which the zones will draw the selection number.
3. Each zone will then draw a number to determine the order of nomination to the Committee.
4. The NAESP State Representatives from a particular zone vote to select a Committee member from that zone who must be a member from that zone.
5. Alternates should fit the same category as the original nominee wherever possible, although the following exceptions appear to guarantee the representation required by policy:
  - a) Alternates for carry-over members should be the same sex or ethnic representation but do not have to be carry-over unless the original nominee is the only carry-over nominated.
  - b) Alternates for State Representatives should be the same sex or ethnic representation but do not have to be State Representatives (as such representation is not required).
  - c) Alternates for ethnic representatives or other categories can be either sex unless the original nominee is the only male or female representative nominated.
6. Zones may caucus before, during, or after their original nominations.
7. In voting for the Chair and Alternate Chair of the Nominating Committee, there shall be one vote per zone (not state) with a simple majority required for election.
8. Addresses and telephone numbers shall be provided for both the committee member and the alternate.

**Policy Statement 400.4 Selection of the Nominating Committee (Cont.)**

9. The Chair (President) shall report the results of the election to the Executive Director for publication.

Authority Level

Action

President

Presides over the selection meeting and reports results to the Executive Director

NAESP State Representatives

Elect the Nominating Committee and its Chair

Executive Director

Publishes the names of the Nominating Committee at least sixty days prior to its meeting, unless there will be a special election due to a vacancy in the office of the Vice President.