

Appendix YARA Handbook

Last Update: Feb 13, 2010

George VY1GP

Nominating Committee

A Nominating Committee is normally selected a few weeks prior to the date of the AGM.

The purpose of the nominating committee is to put forward a slate of nominees for the AGM. This does not mean that these candidates are hand picked for the positions, but rather to ensure that at least one person is interested. During the AGM there will also be invitations to nominate additional candidates. The main reason for having a nominating committee is to avoid the embarrassing situation at an AGM when all the people nominated from the floor decline to let their name stand for election.

It may be advisable to establish a committee sooner if many of the members are away during the time leading up to the AGM because it may be difficult to reach them.

The committee is usually made up of the Past President, who is familiar with the big picture of the organization and who knows most of the members. One or two other members may also be involved. Sometimes a person who does not plan to run for an executive or director's position will be on the committee. One person is the Chairman of the Committee.

The Steps:

1. Review the current list of directors and candidates.
2. Consider whether or not the "optional" director positions are still required for the organization and if new director positions should be created.
3. Check with existing officers and directors to see if they wish to seek another term of office.
4. If some of the existing officers and directors do not intend to run, then the nominating committee contacts the members to see if any other members are interested. First, a general email over the Reflector could be used to advise what positions are vacant.
5. If there are still positions vacant, the committee members can personally talk to individuals.
6. During the AGM when the Election Chairman asks for the report of the Nominating Committee, the Chairman of the Committee presents the list of positions and names of people willing to let their names stand for election for these positions. The Election Chairman lists this on the board or other way of notice for the members to see, the proceeds to continue with the election process, calling for nominations from the floor three times.
7. The Meeting Chairman thanks the Nominating Committee for their assistance.

For more information on the election of officers, see Roberts Rules of Order.