**NOMINATING COMMITTEE PROCEDURE**

**1. Purpose and Use**

These Policies and Procedures are intended to guide orderly, fair, open, and consistent conduct of the nominations and elections of Board Members and officers of the UNA-USA San Francisco Chapter (UNASF).  They are for the use by the Nominations Committee (NC) and are available to all members of the UNASF.

**2. Functions of the Nominations Committee**

The NC is responsible for identifying candidates to fill the Board of Directors and it's officers, and for the development of election policies, and implementation and supervision of election procedures.

The composition, appointment, and chair of the NC are detailed in UNASF Bylaws.

Following the Timeline for the NC Process shown in Part 3 of these Policies and Procedures, the NC shall prepare a slate of candidates for the elected positions of UNASF, as given in the table below.

|  |  |  |
| --- | --- | --- |
| Office | Election Yr. | Term |
| 7 Board members | Odd | 2years |

**3. Timeline for the NC Process**

The NC shall solicit nominations from the membership. The NC operates via electronic media and face-to-face meetings.

The timeline for generating a slate of candidates is approximately as follows:

|  |  |
| --- | --- |
| **December 4th** | On or about December 4, online Nominee form goes live on NC website with a link [http://2015nc.weebly.com](http://2015nc.weebly.com/) .  The online form is also advertised to members via mail, meetings, etc. |
| **January 15th** | Online forms are accepted thru January 15th - creating the Long List. |
| **January 15th thru January 17th** | NC considers the Long List and creates the Short List |
| **January 17th thru February 5th** | NC contacts the Short List individuals to:   1. Obtain UNAUSA Member number 2. Confirm their willingness to become a candidate and to serve if elected 3. Confirm they will renew their UNASF membership for next year (the year of the election)   NC hosts Nominee event.  The Final Candidate List for the next election has been established |
|  | The NC Chair presents the Final Candidate List to the Membership via online and mail |
|  |  |
| **February 5th** | Email/mail messages sent to all UNASF members with a voting ballot |
| **February 5th thru February ?** | Time window for election to be conducted |

**4.**[**Nomination**](http://www.comsoc.org/about/bog/election/petition)   
  
UNASF members wishing to become a Nominee must notify the NC chair of their intention no later than January 17th by email at . *2015nominations@gmail.com*  At that time, the NC chair will assist the member in setting up the Nominee process.

**5. Eligibility for Candidacy and Re-election**

To be eligible to run for UNASF Board member positions, all candidates must be UNASF members. In addition,

1. Directors shall be residents of the United States,

2. Directors shall be at least 18 years old.

3. Directors shall demonstrate strong commitment to UNA-SF and UNA -USA.

4. Directors shall demonstrate willingness to represent and promote UNA-SF and UNA-USA.

5. Directors shall be elected from the Membership of the Chapter and must continue to be a member in good standing during their term of office.

6. Directors shall not miss more than one-third of the regular board meetings per year. The number of meetings per year will be determined by the Board at the Annual Meeting.

Eligibility requirements shall be verified for all potential candidates on the Short List.

No individual shall be nominated for two positions in the same election.

No individual shall be nominated for a given position more than three consecutive times

In the case of an officer vacancy or incapacity, UNASF Bylaws govern the process for filling an unexpired term.   The NC will advise the BOD (via email or during a face-to-face meeting) of the details surrounding such a case including:  the bylaws employed, specific election results involved, and the name of the individual determined to fill the unexpired term.  The Board of Directors vote is required.

**6. Number of Candidates**   
  
The NC strives to put at least two candidates on the ballot for each available Board seat.

**7. Formats for Elections**

By direct correspondence, members will be encouraged to vote by mail or in person at the Annual Members Meeting. No vote by proxy will be allowed. One vote per member.

**8. Privacy in Confirmation of Candidates and Announcement of Results**

Prior to an election, the NC shall confidentially solicit the interest of potential candidates.  No public release of candidate names shall be made until the final slate is fixed.  All deliberations of the NC shall be in strictest confidentiality maintained by members of the Committee

At the conclusion of an election, vote tallies shall be posted to the President of the Board, who shall announce the results to the membership. Results will be posted on the NC website.