Mission

The mission of the Nominating Committee is to identify and recommend future leaders to the Board of Directors and the General Membership for vote at the Annual Meeting. They are responsible for the annual call for nominations, and determining the slate for the annual election process.

Nominating Committee

As per the AIA Louisiana Bylaws (6.1; 6.11), the Vice President shall select a nominating committee to prepare and present to the members a slate or slates of candidates for offices to become vacant. The committee should be diverse, and each from different Chapters/Sections. No member of the Nominating Committee may be seeking office in the election.

Duties and Responsibilities

The Nominating Committee shall prepare and present to the members a slate or slates of candidates for offices consisting of at least one candidate for each office to be filled from those who have consented to serve, if elected. The Nominating Committee shall give careful consideration to the qualifications of individuals who are members in good standing of the Chapter and shall consult informally with the AIA Louisiana staff regarding the qualities of background, experience, and temperament that are needed to fill vacancies on the Board. Nomination for each office of this Chapter about to become vacant shall be made at the annual meeting from the floor. However, the Nominating Committee shall meet 2-3 weeks prior to the summer board meeting in order to present the slate of officers at the meeting. At least a majority of the Nominating Committee must agree on each nomination.

To submit the name of a prospective nominee, the following should be submitted:
- A brief resume (approximately one page) stating relevant information about the prospective nominee's background and leadership history.
- Oral or written confirmation that the prospective nominee understands the duties of the office for which they are being considered and their agreement to run for office.

Nominations

President-Elect. Nominations for President-Elect shall be from among those members who have served a minimum of one (1) year on the Board of Directors.
Secretary/Treasurer.

In preparing the annual slate of nominations, the Nominating Committee shall encourage a nominee for:
a. The President-Elect, who shall serve a one-year term as President-Elect, a one-year term as President, and a one-year term as Immediate Past President.
b. Secretary/Treasurer, who shall serve a two-year term as needed.

Meetings

The Nominating Committee will meet by telephone virtually, or in person, as required, with meetings held at the call of the Chair.

<u>Elections</u>
The nominee for an office who receives a majority of the ballots cast at the annual meeting shall be elected thereto. If there is only one nominee for any office, the Secretary/Treasurer may be directed by the meeting to cast a ballot for the full number of votes of the meeting for that nominee, whereupon the President shall declare the nominee to be elected by acclamation. Otherwise, the vote shall be by secret ballot, and each office must be voted on separately. If no nominee for an office receives a majority, the Secretary/Treasurer shall conduct a run-off election between the two nominees receiving the most votes.

DO'S AND DON'TS FOR NOMINATING COMMITTEE

DO study carefully the qualifications of members before presenting the name as a nominee.

DON'T submit a member's name as a nominee because he/she is a friend of yours.

DO check the membership list to be sure nominee is a current member of the organization.

DON'T nominate a person with the thought that it's a good way to get him/her into membership.

DO remember that committee DISCUSSION is left in the meeting room.

DON'T repeat what was said in the committing meeting.

DO accept the office if you are sincerely interested in the purpose of the organization.

DON'T accept the office if you are only interested in having your name in the yearbook.