

#### **Section 14.4. Nominating Committee.**

A. The Nominating Committee shall be composed of a chairman and four members with eight alternates. The chairman shall be appointed by the CFWC President and ratified by the Executive Committee and the members and alternates elected by the Areas. Candidates for the Nominating Committee shall have served one or more terms on the Executive Board.

B. Meetings. An orientation meeting conducted by the Parliamentarian for the CFWC Nominating Committee Members shall be held at the Convention at which they are elected. The Nominating Committee shall meet during the Winter Board meeting of the election year. A second meeting, if necessary, shall be held at convention.

1. The Nominating Committee shall consider endorsed candidates as well as other qualified members and shall be authorized to seek candidates qualified for each elective office, considering equal distribution geographically when possible.
2. The Nominating Committee may consult with the Director of Finance regarding duties of Finance Officers.
3. Prospective candidates shall be interviewed at the Winter Board meeting in the election year.

C. Endorsement for office. Candidates endorsed for office shall be recommended by their Club and their District Executive Board.

Endorsements from both the club and the district must be in writing and include the name, address, and club affiliation(s) and qualifications of the candidate, signed by the President and Recording Secretary. These endorsements shall be sent to the Chairman and each member of the Nominating Committee after October 1 and prior to the Winter Board meeting.

1. The name of all qualified candidates endorsed by their District must be placed on the ballot.
2. Districts shall endorse no more than one candidate per office.
3. No secondary endorsements for candidates for CFWC office are needed.

D. Prospective candidates shall be notified of their acceptance or rejection as a candidate prior to the Nominating Committee report to the Executive Board.

1. Candidates shall submit a brief paragraph (100 words) of qualifications to be published in the Convention Call. No other campaign materials may be distributed prior to the convention.
  - a. Campaign materials will be distributed according to the following procedures:
  - b. each candidate may provide a one-page, one-sided, 8-1/2" x 11" qualification sheet on white paper, black print, including; (1) Federation experience, (2) Education, (3) Professional experience, (4) Community involvement pertinent to the office being sought, (5) Photo permitted.
2. The qualification sheets shall be provided ten days prior to the opening of Convention to the Corresponding Secretary who will have them produced and assembled into candidates' packets—the cost to be equally divided between the participating candidates. These packets shall be distributed by convention pages to convention delegates.
  - a. Campaign material will be available for distribution by the pages one hour following the close of opening session and cease one hour prior to voting.
3. The Parliamentarian shall give each candidate a sheet of instructions for campaigning.

E. Nominating Committee Reports. The chairman of the Nominating Committee shall make a report to the Executive Board at the Winter Board meeting; shall submit a copy of the report to be appended to the Call to Convention; and shall submit its final report at the close of the first business meeting of the Convention. All candidates shall be presented prior to the opening of the polls.

F. Nominations from the floor:

1. Nominations shall be sent to the Recording Secretary at the first business meeting of Convention provided such nominations have received the signatures of thirty-five voting members registered at the convention and provided candidates meet the eligibility requirements of these bylaws.
2. The Area Vice-President candidates shall be required to receive ten signatures of the voting delegates from their area.
3. The Nominating Committee shall review the qualifications and interview the candidates.
4. This candidate may also provide a qualification sheet for the candidates' packet under the procedure above and may have the opportunity to present a two-minute statement.