



LEAGUE OF WOMEN VOTERS OF THE ANN ARBOR AREA NOMINATING COMMITTEE

Leadership is the key to the League's effectiveness in a community. Finding and selecting those leaders is the responsibility of the Nominating Committee.

The nominating committee consists of at least three members. Two members, who shall not be members of the Board of Directors, are elected at the annual meeting. At the first meeting following the Annual Meeting, the Board of Directors shall appoint one of its members to the Nominating Committee. The committee is responsible to and reports to the membership, preparing and presenting for a vote at the Annual Meeting a slate of officers and directors as well as the elected members of the succeeding nominating committee.

The Nominating Committee should:

- Start its work no later than early January.
- Encourage League members to suggest others for office. (Members of the Nominating Committee are eligible for office.)
- Explain the League's non-partisan policy to prospective candidates.
- Explain each Portfolio fully to prospective candidates and that election is for a two year term.
- Present a slate of nominees for officers and directors as well as for two members of the succeeding nominating committee. An outgoing President may be asked to serve on the nominating committee
- Keep a record of nominating activities and suggestions for use by the nominating committee for the following year.
- Act as a consultant group throughout the year to the President and the Board to fill vacancies as they occur on the Board.

President and Board Responsibilities:

The President is not a member of the nominating committee. This is the only committee of which the President is not an ex-officio member.

The President and the Board have significant responsibilities in facilitating the work of this committee:

- Any vacancies on the committee are filled by the Board.
- Board should encourage committee members to attend Board meetings to become familiar with how the Board operates. Make suggestions to the committee.
- The Board publishes the report of the nominating committee to the LWVAAA membership at least one month prior to the annual meeting.
- The President charges the nominating committee with its duties and sees that they have the proper tools for the job. Charge should be given by the end of the calendar year.:
 1. Date by when slate must be provided to Board for publication
 2. Files from the previous Nominating Committee
 3. Board list with expiration date of each member's term
 4. Membership list
 5. Local bylaws
 6. Local nonpartisan policy
 7. Job Descriptions