

Duties of the Nominating Committee

The Nominating Committee (the Committee) nominates Officers to serve for the following year. These Officers are: President, Vice President, Secretary, Treasurer and Program Director. The Committee also nominates one new member of the Membership Committee. ¹ Nominees are selected, first, for their ability to successfully execute the duties required and, second, as a deserved honor or in recognition of previous service. The Committee also qualifies each nominee by determining that he is willing to serve. These nominees are offered to the Forum for consideration and election at the first regular meeting in December. Nominations may also be made then from the floor.

As a courtesy to the incoming President, the Committee also identifies and qualifies a member who is willing and able to serve as the new Chairman of the Business Committee, though the incoming President actually selects this Chairman.

In late October or early November the Chairman of the Nominating Committee convenes Committee members in one or more meetings to select potential nominees. An appropriate member then contacts and qualifies each of those selected. ² When the slate of nominees is complete (and before the first regular meeting in December), the Chairman notifies the President and Secretary of the slate in writing.

Two weeks before the first regular Forum meeting in December, the Nominating Committee Chairman announces to the Forum membership the upcoming election of officers, providing the following information:

On _(date/day)_ the Nominating Committee will conduct elections for next year's officers. They will first propose a slate of nominees, and then alternative nominations, if any, will be accepted from the floor. Floor nominations must be seconded and the nominees must be present and must indicate their agreement to serve. The membership will then vote on the uncontested portion of the slate as a whole, after which a separate vote will be held for each contested position.

At the first regular Forum meeting in December, the Nominating Committee Chairman:

1. Nominates the slate to the Forum membership and asks for the nomination to be seconded.

2. Calls for nominations from the floor, and after verifying each floor-nominee's willingness to serve, calls for a second. When a floor nomination for a given position is accepted and seconded, it becomes a contested position between the nominee on the slate and the floor-nominee(s).³

After all alternative nominations have been proposed, agreed to serve, and been seconded, the Chairman proceeds as follows:

3. Calls for the Forum membership to vote on accepting the uncontested portion of the slate.
4. For each contested position, calls for the Forum membership to vote for their choice among the contestants. If there are more than two contestants for a given position, the first round of voting selects the top two contestants, and the second chooses which of these two will serve.

Customarily the current Nominating Committee Chairman consults with the incoming President regarding the makeup of the Nominating Committee for the coming year. The By-laws state that the Nominating Committee should be appointed not later than the first regular meeting in November; however, it is customary for the new President to appoint the new Committee early in the year, which allows this Committee to be named in the annual Directory and gives it time to decide who might best serve the Forum.

Members of the Nominating Committee can be chosen from any of the FF members. However, past FF Presidents make good, unbiased choices for the Nominating Committee, in view of their experience and because they are unlikely candidates for officer positions.

- ¹ Per the By-laws, Membership Committee includes two elected members; each serves two years. A new such member is elected each year, so that their terms overlap. The junior elected member serves as secretary of the Membership Committee for one year.
- ² Experience shows that the two hardest positions to fill are the Secretary and the Program Director, so the Committee may wish to fill these positions before considering the others.
- ³ Any active Forum member may propose an alternative to any of the nominees on the slate. To be considered, this alternative nominee must be present and must stand and agree to serve in the position. More than one position may be contested, and more than one alternative person may contest a given position.