

## **NOMINATIONS COMMITTEE CHAIR:**

Reports to: ASCLS-ND President

Term of Office: One-year term beginning *sine die* adjournment of the ASCLS Annual Meeting. Elected by the membership.

Responsibilities:

1. Serves as a voting member of the ASCLS-ND Board of Directors.
2. Appoints a Nominations Committee consisting of ASCLS-ND members from each of the following geographical areas in the state: Bismarck, Fargo, Grand Forks, and Minot.
3. Solicits nominations for each available elective position by January 31, via the newsletter or direct mailing to the membership.
  - Information in notification of membership includes deadline for nominations and job descriptions of each position.
4. Verifies that all nominees are professional or emeritus members of ASCLS-ND.
5. Contacts nominees by telephone or mail to encourage them to accept nominations.
6. Provides biographical information about each candidate to the membership.
  - Information from each candidate includes: photograph, job title, years of membership, membership activities, etc.
  - Information may be published in the newsletter.
7. Prepares absentee ballots and distributes to the membership two weeks before the ASCLS annual meeting.
  - Ballots may be sent in the newsletter if it is certain that members will receive the newsletter with ample time to meet the deadline.
  - Biographical information about each candidate will be included with the ballots if not published in the newsletter.
8. Prepares a display of the candidates' photographs and biographical information to be exhibited in the registration area prior to the business meeting.
9. Conducts the election at the ASCLS-ND annual meeting.
  - Introduces candidates to the members in attendance during the business meeting.
  - Prepares and counts all ballots, including absentee ballots.
  - Appoints an election committee to assist with ballot distribution and counting if necessary.
  - Announces election results at the end of the business meeting.
10. Submits election results to the Secretary /Treasurer immediately after the election.
11. Notifies candidates, not in attendance, of election results.

Revised September 1990

Revised April 1998 (*Carol Sundberg, Rebecca Hill*)