

Nominating Committee (NC) - Candidate Recruitment and Review Process

(Implements Bylaws 7.7-7.9; consistent with 7.5-7.6)

The Nominating Committee (NC) is responsible for recruiting, evaluating, and recommending candidates for election or appointment to open Director seats on the Board, in accordance with the Bylaws.

The NC supports both:

- the Annual Meeting election process; and
- the Board's appointment of Interim Directors when vacancies occur.

Identification of Open Director Seats

In coordination with the Board, the NC maintains the Board succession and seat matrix and identifies Director seats that are:

- scheduled to expire at the next Annual Meeting;
- vacant due to resignation or removal; or
- held by Interim Directors who must stand for election at the next Annual Meeting.

This identification shall be completed no later than October of each year to support the nomination timeline.

The NC monitors and reports on the number of filled Director seats to support Board awareness and continuity of operations.

Interim Director Recommendations

When a Director seat becomes vacant or an authorized Director position is unfilled, the NC may recruit, evaluate, and recommend qualified candidates to the Board for appointment as Interim Directors.

Interim Directors are appointed by the Board and serve until the next Annual Meeting, when they must stand for election in accordance with the Bylaws.

Timeline for Nominations

No later than October, the NC coordinates the announcement of open Director seats and the process and deadlines for submitting nominations.

The NC recruits and evaluates candidates and receives nominations in accordance with the Bylaws.

Candidates provide a Statement of Interest and information for a candidate biography. Candidate biographies are published at least thirty (30) days prior to the Annual Meeting.

Candidate Qualifications and Verification

The NC verifies that each candidate:

- is a member of the Association, or becomes a member before being included on the candidate slate;
- has confirmed their willingness to serve; and
- is eligible to serve under the term-limit provisions of the Bylaws.

The NC may also consider a candidate's experience, prior involvement in Association activities, and readiness for Board service; however, such factors are not eligibility requirements.

Candidate Interviews and Evaluation

Qualified candidates are interviewed by the NC.

The evaluation may include:

- review of the Statement of Interest;

- discussion of the responsibilities and expectations of Board service;
- prior committee or Association involvement; and
- other information relevant to the candidate's readiness for Board service.

Candidate Recommendations

Following its review, the NC identifies qualified candidates and prepares the candidate information needed for the election.

The NC may recruit and recommend candidates for Board service; however, qualified candidates may also be nominated by Association members, including through self-nomination, in accordance with the Bylaws.

The election of Directors is determined by the membership.

Coordination and Records

The NC coordinates with Association staff regarding candidate materials, required communications, and election preparation and maintains appropriate records of the candidate recruitment and review process.

Related Resources

- Elections & Nominations Governance Resource
- [Board Member Job Description](#)
- [Statement of Interest Form](#)
- [Nominating Committee Charter](#)

Governing Authority

- [Bylaws Sections 7.5–7.9](#)
- [Bylaws Section 8.10.8](#)
- [Nominating Committee Charter](#)