

## Nominating Committee Chair

---

**General duties:**

- Serve as a member of the State Executive Board.
- Maintain current job description and Manual of Procedure to be passed along to successor.
- Attend State Executive Board meetings and State Conference chairing meetings of the Nominating Committee as directed in the Bylaws.

*(Bylaws, Article XIII, Section 4 reads):*

- The NOMINATING COMMITTEE of seven members shall consist of the Immediate Past President, one other Past President, two District Presidents, two Local Association Presidents, and the President-Elect.
  - The Past President shall be appointed by the President. The District Presidents and the Local Association Presidents shall serve according to the following rotation of Districts (begun in 1985-87). (Numbering below reflects Bylaw change when adopted at 2005 Conference.)

DISTRICT	LOCAL ASSOCIATION
1	8
6	4
2	9
7	5
3	10
8	1
4	6
9	2
5	7
10	3

- These individuals shall serve for the duration of the appointment to the Committee, a period of two years.
- The Immediate Past President shall serve as the Chair.
- If more than one Local Association exists in a District, they must elect one of the Presidents to serve on the Committee. The Local Association Presidential representatives must be chosen by the time of the Winter Board Meeting of even years.
- In even years, the Nominating Committee shall meet at the annual Conference for discussion of a slate of officers. In odd years, at the Winter Board meeting, the Nominating Committee shall announce the slate of one candidate for each office. The slate shall be published in the August/September issue of the official publication of FSMTA.

- Suggestions for candidates received from any member entitled to vote shall be considered by the Nominating Committee if received in writing by the Chair before the Winter Board Meeting of an election (odd) year.

**A suggested time-table for duties follows:**

**Summer - odd year**

- Past President is appointed by the President to the nominating committee.
- Other members are notified by the President that it is their time to serve according to the schedule in the Bylaws.

**November – odd year**

- Members of the Nominating Committee attend the State Conference (possibly 2nd weekend of November or earlier).
- Chair attends last Executive Board meeting and receive Manual and materials from outgoing Chair.

**January – even year**

- Chair prepares a written report for Executive Board meeting and files electronically with the Corresponding Secretary by the issued deadline. If unable to attend, mail these to the President-Elect to present at the meeting.

**February – even year**

- Attend State Exec Board meetings (possibly the 1st weekend in February).

**May – even year**

- Chair prepares a written report for Executive Board meeting and files electronically with the Corresponding Secretary by the issued deadline. If unable to attend the Executive Board meeting, mail or email the report to the President-Elect to present at the meeting.

**June – even year**

- Attend State Exec Board meetings (possibly 3rd Saturday in June).

**October – even year**

- Chair prepares a written report for Executive Board meeting and files electronically with the Corresponding Secretary by the issued deadline. If unable to attend the Executive Board meeting, mail or email the report to the President-Elect to present at the meeting.

**November – even year**

- Attend the State Conference (possibly 2nd weekend of November or earlier).
- Chair meeting of the Nominating Committee.
- Attend Executive Board meetings.

**January – odd year**

- Chair prepares a written report for Executive Board meeting and files electronically with the Corresponding Secretary by the issued deadline. If unable to attend the Executive Board meeting, mail or email the report to the President-Elect to present at the meeting.

**February – odd year**

- Attend State Exec Board meetings (possibly the 1st weekend in February).
- Chair presents the slate of candidates for election at this meeting.
- Contact candidates to gather photos and bios to be published in the August/September issue of the State publication. Send these items as soon as possible to the Editor.

**May – odd year**

- Chair prepares a written report for Executive Board meeting and files electronically with the Corresponding Secretary by the issued deadline. If unable to attend the Executive Board meeting, mail or email the report to the President-Elect to present at the meeting.

**June – odd year**

- Attend State Executive Board meetings (possibly 3rd Saturday in June).

**October – odd year**

- Chair prepares a written report for Executive Board meeting and files electronically with the Corresponding Secretary by the issued deadline. If unable to attend the Executive Board meeting, mail or email the report to the President-Elect to present at the meeting.

**November – odd year**

- Attend the State Conference (possibly 2nd weekend of November or earlier).
- Chair reports the slate of officers to the membership during the First General Session.
- Vote is taken at the Second General Session.
- Chair oversees installation of officers at Third General Session.
- Attend Executive Board meetings. At last meeting turn over Manual and materials to incoming Chair.