

CR-11

NOMINATING COMMITTEE

OBJECTIVE

To submit formal nominations for association board members to the membership, as provided for in the association bylaws.

COMPOSITION AND TERMS

The president-elect shall serve as Nominating Committee chair. The committee shall consist of five members:

- The president-elect.
- A past president (when available), appointed by the president.
- The diversity, equity, and inclusion officer (when available) — or if not available, a past diversity, equity, and inclusion officer appointed by the president.
- Two association members — and up to three or four, respectively, whenever a past president or the diversity, equity, and inclusion officer is not available — recommended by the president-elect for approval by the board.

Association members may serve on the committee for two consecutive years and will not be considered for any open positions. Association members should represent the major governmental sectors, audit organization sizes, and geographic regions that comprise ALGA membership as a whole. The committee chair or the president may remove members for lack of participation in committee responsibilities.

While not mandatory to serve on the committee, members should attempt to attend the annual conference each year to participate in a face-to-face meeting with peers.

RESPONSIBILITIES

1. Annually solicit nominations from the membership to identify candidates to serve on the ALGA Board of Directors.
2. Maintain contact with the membership and the board to identify active full members who may be eligible to serve, and if necessary, actively solicit interest by asking members to volunteer.
3. Ensure all candidates complete a personal data form with information regarding the individual's background, professional expertise, and activities in ALGA.
4. Work with ALGA Member Services to confirm that candidates meet the following minimum

eligibility criteria to be considered for positions on the board:

- a. Be a full member of ALGA in good standing (i.e., dues are current) and have maintained membership in ALGA for at least three years.
- b. Personally attest that they have not been convicted of a felony in the last 10 years.
- c. Express a commitment to performing the responsibilities of the position.
- d. Express a commitment to follow ALGA’s code of conduct.
- e. Demonstrate a recent history of active participation in ALGA using the following framework:
 - o Candidates must accumulate at least four activity points based on the following categories during the three-year period before the date of being nominated for any position on the board.
 - o Candidates with only project-based activities must accumulate points from more than one category.

Activity in ALGA <i>(from three years before nomination)</i>	Participation Points
Term-Based Activities	
One year as an ALGA board member	2
One year in ALGA committee leadership (e.g., committee chair, peer review coordinator, quarterly editor)	2
One year as an ALGA committee member (but not in a leadership position)	1
One year as an appointed ALGA representative, as defined by the operations manual	1
Project-Based Activities	
Instance of serving as a Knighton Award judge	1
Quarterly article author	1
Peer review team member	1
Educational event presenter	1

- f. The following minimum eligibility criteria apply to candidates for specific officer positions on the board:
 - o **Strategic Planning Officer:** General experience with strategic planning.
 - o **Diversity, Equity, and Inclusion Officer:** General experience with DEI.

- **Secretary:** Experience with the ALGA bylaws and operations manual.
 - **Treasurer:** General experience with budgets and financial statements.
 - **President-Elect:**
 - i. Experience with the ALGA bylaws and operations manual.
 - ii. Experience with ALGA’s strategic plan and DEI program.
 - iii. Experience as a member of or a board liaison to an ALGA committee.
 - iv. Attendance at an ALGA conference.
5. Together, through conference calls or emails, evaluate eligible candidates submitted using the following criteria:
- a. History of participation in the association.
 - b. Personal qualities (e.g., team-oriented, industrious, good interpersonal skills, ability to work well in a board setting).
 - c. Leadership skills and abilities (including related professional organizations such as IIA, AICPA, GFOA, etc., or with other professional, civic, fraternal, religious, or public interest groups).
 - d. Career qualifications, degrees, certifications, and experience (including years and types of audit work performed).
 - e. Recommendations from ALGA officers and board members, ALGA members, and supervisors and management.
 - f. Diversity — meaning the different elements that represent ALGA including, but not limited to: type of audit organization, region and organization size, age, experience, race, ethnicity, gender identity, sexual orientation, and disability status.
 - g. The Nominating Committee should consider a balance of new ideas and continuity of the board.
 - h. The Nominating Committee should attempt to avoid having board members serve as committee chairs.
 - i. In general, the maximum number of years someone should serve on the board is seven. Rare exceptions could be made if it meets other strategic purposes as laid out in the list above.
 - j. The knowledge, skills, and abilities (KSAs) for advocacy of diversity, equity, and inclusion.
6. Provide candidates with copies of board position duties and confirm with them their availability and willingness to accept positions for which they are being considered.
7. Select one candidate for each of the offices of president-elect; secretary; treasurer; diversity, equity, and inclusion officer; strategic plan officer; and candidates for at-large members of the board.

Provide a list to the board no later than 10 days before the winter board meeting. Following board approval, communicate the slate of nominees to the membership no later than 30 days before the business meeting at which the new board is to be elected.

8. Provide written committee status reports for each board meeting and an oral report at the annual meeting.
9. Work with the ALGA communications liaison to ensure coordinated, effective communication that aligns with organizational goals.
10. Maintain a file of pertinent records and correspondence concerning nominees to pass on to committee successors.
11. Comply with all board policies documented in this operations manual and perform committee actions codified in the current, adopted ALGA strategic plan.

Updated at the April 30, 2022, board meeting.
Updated at the March 11, 2021, board meeting.
Updated at the Jan. 16-17, 2020, board meeting.