

PTAG Policy & Procedures Manual

1 NOMINATING COMMITTEE ANNUAL CALENDAR OF ACTIVITIES

2 3 **JANUARY**

- 4 1. Finalize eligibility of candidates for elected positions
- 5 2. Distribute draft ballot to executive committee to be proofed for errors
- 6 3. Last call for candidates to be elected
- 7 4. Prepare files, etc. to pass on to new Chair
- 8 5. Write annual reports and submit to Executive Director

9 10 **FEBRUARY**

- 11 1. Prepare draft ballot with executive office
- 12 2. With the Executive Office, confirm all final slate candidate response materials have
- 13 been received.
- 14 3. Nominations Final Slate Brochure distributed via e-blast, website and/or social media.
- 15 4. Plan to meet with candidates at the Annual Meeting

16 17 **MARCH**

- 18 1. Approve official Ballot for electronic voting
- 19 2. Voting opened. Results provided at least two days before start of Annual Meeting.
- 20 3. Present candidates and election results at the Annual Meeting
- 21 4. Announces positions up for the next election and accepts nominations from the floor
- 22 during business meeting
- 23 5. Meet with incoming Nominating Committee Chair and committee as needed
- 24 6. Submit election results to Executive Office be distributed via e-blast, website and/or
- 25 social media.

26 27 **APRIL**

- 28 1. Voting opened if not completed in March (steps 2-5 from March if elections not held
- 29 in March)
- 30 Meet or conference call to continue work on slate of nominees
- 31 2. Committee members to seek list of consenting nominees
- 32 3. Review/revise candidate response form

33 34 **ELECTION CYCLE DUTIES STARTS HERE**

35 36 **MAY**

- 37 1. Review open elected positions for PTAG and notify committee of needs
- 38 2. **Prepare E-Blast** to membership notifying them of open positions for next election
- 39 cycle
- 40 3. Contact LAN Directors and FIN chairs to communicate PTAG positions needing
- 41 candidates for next election cycle
- 42 4. Review qualifications / requirements for each open office/position
- 43 5. Review nominee release form
- 44 6. Schedule next committee meeting

45 46 **JUNE**

- 47 1. Finalize changes to candidate response forms and releases by June 15

PTAG Policy & Procedures Manual

48 2. With the Executive Office, confirm all draft slate candidate response materials have
49 been reviewed.

50 3. Meet with nominating committee to review potential candidates and strategies for
51 recruitment

52 4. **Second E-Blast** to membership regrading open positions for elections

53 5. Follow up with LAN Directors and FIN Chairs regarding candidates

54

55 **JULY**

56 1. Committee meeting to discuss strategies to recruit candidates

57 2. **Third E- BLAST** to membership regrading open positions for elections

58 3. Assign a committee member to a candidate to facilitate that required paperwork is
59 completed and the candidate understands duties and responsibilities of elected position
60 being sought

61

62 **AUGUST**

63 1. Committee meeting regarding nominees and strategies for recruitment

64 2. Review qualifications for upcoming elected positions

65 3. Verify potential candidates meet qualifications for position

66 4. Distribute Duties and responsibilities of position to candidates

67

68 **SEPTEMBER**

69 1. Committee meeting to discuss candidates and additional recruiting strategies if needed

70 2. Reach out to BOD, FIN Chairs to assist in identifying potential candidates

71 3. Assign a committee member to a candidate to facilitate that required paperwork is
72 completed and the candidate understands duties and responsibilities of elected position
73 being sought

74

75 **OCTOBER**

76 1. Early in month, meet or conference call committee members to finalize the slate

77 2. Contact PTAG office to send out candidate response and nominee release forms with
78 deadline

79 3. Recruit for any positions without a candidate

80 4. Committee member reach out to assigned candidate to assist in process

81

82 **NOVEMBER**

83 1. Early in month, meet or conference call committee members to finalize the slate

84 2. Contact PTAG office to account for candidate response forms and required materials

85 3. Have committee member reach out to assigned candidate to assist in obtaining
86 candidate forms

87 4. Recruit for any positions without a candidate (**Fourth E-Blast if needed**)

88

89 **DECEMBER**

90 1. Finalize eligibility of candidates for elected positions

91 2. Proof candidate responses and obtain information not submitted