

Nominating Committee Procedure Revised January 2015

I. Objectives and Responsibilities

Read and become familiar with the Chapter Bylaws

A. This committee nominates candidates for election to the ARMA Houston Chapter Board of Directors.

B. The committee reviews the qualifications of all nominees to assure the ARMA Houston Board that the candidate has met the minimum requirements to hold the office for which they were nominated.

II. Organization

A. The Immediate Past President will head the Nominating Committee. Members of the Nominating Committee are selected by the Immediate Past President and are to be members in good standing of the ARMA Houston Chapter. Members of the Nominating Committee cannot be nominated for a position on the Board of Directors during their term on the committee.

B. In the event that the Immediate Past President is unable to serve as Manager of this committee, a former Chapter President shall be selected by the current President to serve. Approval of the Board of Directors is required for this substitution.

III. Procedures

A. The Nominating Committee will meet at least once prior to the time nominations will be accepted.

B. The Nominating Committee shall prepare a slate of nominees meeting the minimum requirements set out in the Nominating Committee Procedures with at least one nominee for each elective office. The Slate of Nominees shall be presented to the Board of Directors at its February meeting. The Board of Directors shall approve each nominee, however, a nominee may be rejected by a 2/3 majority vote of the Board members present. The Board will take action to accept or modify the slate in accordance with the guidelines provided in the By-Laws.

C. The Board-approved Slate of Nominees shall be provided to each Chapter member by March 1. The Nominating Committee Manager will announce to the membership on or before the first Wednesday in March that nominations are being taken from the "floor".

D. The Nominating Committee Manager will inform the membership to visit the ARMA Houston website to access nominating procedure and the required forms. Any member will be supplied a paper copy of the procedure and nomination form upon request.

E. The Nominating Committee Manager will accept nominations from the floor until March 15. Nominations received after March 15 will not be accepted.

F. The Nominating Committee will meet to review all nominee qualifications. Nominations will not be taken to the Board if the member does not meet the minimal requirement for the office as stated in Nominee Guidelines document (see Exhibit 1).

Exhibit 1

Nominee Guidelines

Board of Directors – ARMA Houston

The ARMA Houston membership annually elects Board of Director members for the following positions:

- President
- Executive Vice President
- Secretary
- Treasurer
- Vice Presidents (6: 3 are to be elected each year to serve a two year term to ensure continuity)

Board members have an obligation to attend a minimum of 12 Board meetings during the Fiscal Year (July 1 to June 31). At the President's discretion, additional meetings will be held during the year. Attendance at the SW Region Leadership meeting is strongly recommended for the Board of Director Members - President, Executive Vice President and a minimum of five Vice Presidents.

Board members routinely communicate about chapter business, voice their opinion on issues, schedules, chapter events or activities at least once or twice a week throughout the fiscal year.

Board members represent the Chapter within the ARMA community. Board members are encouraged to attend the ARMA International Conference and write articles for the ARMA Adilla Newsletter. They are also encouraged to represent ARMA Houston at other ARMA International Leadership training, or peer group organization events.

As a nominee, it is important that all elements of the office and the commitment of time and resources be considered prior to accepting a nomination.

I. Nomination Guidelines:

- A. The Nomination Committee will meet the first week in January each year.
- B. All nominations are reviewed the first week in February each year
- C. A complete slate of qualified nominees is presented to the ARMA Houston board at the February Board meeting.
- D. The membership shall be notified on or before the first Wednesday in March that nominations are open and that nominations will close on March 15 of each year.
- E. All nominations are submitted to the Immediate Past President along with a biographical sketch of each nominee, using the Nomination Information Filing Form.
- F. The total list will be posted on the Web with a biographical sketch from April 1 until April 30 when voting closes.

II. ARMA Houston Membership and the Nominating Committee provide nominations for the following positions. The minimum requirements for the nominees are listed below:

All ARMA Houston Board Members must meet the following requirements:

- A. Be a member in good standing of ARMA Houston for the past 3 years.
- B. Have excellent communication skills

- C. Have excellent management and organizational skills
- D. Have support from the nominees company for time and effort invested in ARMA activities
- E. Have the ability to serve and represent the Chapter in a professional manner
- F. Have the time necessary to serve as a member of the ARMA Houston Board
- G. Have the ability to work or direct in a team environment

III. Position requirements are as follows:

A. President:

Mandatory

- a. Be a member of ARMA Houston for the past 3 years.
- b. Have prior service on the Board of Directors for ARMA Houston within the last 5 years.
- c. Have the enthusiasm to lead and work with a large volunteer organization.

Desirable

- d. Have demonstrated strong leadership skills
- e. Have served as a Committee Manager/Chairperson
- f. Have the ability to think, plan and act strategically
- g. Have awareness of issues and challenges facing ARMA Houston and the RIM profession

B. Executive Vice President

Mandatory

- a. Be a member of ARMA Houston for the past 3 years.
- b. Have the enthusiasm to lead and work with other Vice Presidents and Committee Managers to accomplish the goals of the Chapter

Desirable

- c. Have served as a Committee Manager/Chairperson
- d. Have the ability to think, plan and act strategically
- e. Have awareness of issues and challenges facing ARMA Houston and the RIM profession

C. Secretary

Mandatory

- a. Have the ability to meet deadlines consistently
- b. Have excellent listening skills

Desirable

- c. Have served as a Committee Manager/Chairperson
- d. Have awareness of RIM issues
- e. Have demonstrated team-work experience

D. Treasurer

Mandatory

- a. Have financial and budget planning experience
- b. Have the ability to think, plan and act strategically

Desirable

- c. Have served as a Committee Manager/Chairperson
- d. Have awareness of issues and challenges facing ARMA Houston and the RIM profession

E. Vice President

Mandatory

Meet the following criteria:

- a. Be a member of ARMA Houston for the past 3 years
- b. Be able to act as Chairperson
- c. Have demonstrated strong leadership skills
- d. Have the ability to think, plan and act strategically

Desirable

- e. Have served as a Committee Manager
- f. Have awareness of issues and challenges facing ARMA Houston and the RIM profession