

VIRGINIA ASSOCIATION FOR HEALTH, PHYSICAL EDUCATION,  
RECREATION AND DANCE

7.7

Nominating Committee Operating Code  
Revised 04-06-2013

I. NAME: Nominating Committee

II. PURPOSE:

To present a slate of officers for the President-Elect position and the Vice President-Elect positions of the Health, Physical Education, Recreation and Dance Divisions. The election of officers will occur at the annual meeting of the Representative Assembly (RA).

III. ORGANIZATION:

A. The Nominating Committee shall be a Standing Committee of the Association.

B. The Nominating Committee shall be made up of five members from the Association. The terms of the five members shall be for three years. The term of office shall be arranged so that no more than two members shall be appointed in any one year.

C. Each Committee member must have been a member of the Association for five consecutive years immediately prior to appointment, and shall have been actively involved in the Association.

D. The Committee shall include representation from the elementary, secondary, and college and university levels.

E. If a Committee member is unable to fulfill the committee responsibilities, the President shall appoint a replacement.

F. The Chair of the Nominating Committee shall be appointed by the President Elect.

IV. DEFINITIONS

A: Nominee: an individual whose name is submitted for consideration as a Board of Directors' Officer

B: Candidate: one or two persons selected from the pool of nominees to run for a Board of Directors' office.

## V. RESPONSIBILITIES:

### A. Procedures for nominations and identification of candidates.

1. To be eligible for a Board of Directors office, a candidate must be a member of the VAHPERD and AAHPERD.
2. To be eligible for a Board of Directors office, a candidate shall have previously served as a Section Chair.
3. No member shall hold two elected offices in the Association concurrently. (Individuals may be nominated for a Board position as a Section Chair or Past Chair. Individuals may be nominated for President-Elect only if they have served as a Division Vice-President or other equivalent position.) If an individual is holding another office, the person must resign from the Section or other Board position.
4. For a nominee to be eligible, nominations must be submitted using the following procedures:
  - 1) Nominations must be submitted by the March 1<sup>st</sup> deadline
  - 2) Nominations must be made on the Nominations Form provided by the Nominations Committee (see from 7.71). All sections of the form must be complete. The form includes spaces for (i) the name of the VAHPERD member making the nomination, (ii) a brief statement indicating the nominee's qualification and service to VAHPERD and the profession, (iii) a statement of why the individual is recommended for the Board Office, and (iv) an address and telephone number for the nominee.
  - 3) If a verbal nomination is made prior to the deadline, a complete Nomination Form must be received by the Nomination Committee Chair within seven days of the deadline.

### Candidate(s) Selection

- a) The Committee shall solicit and receive names of candidates from any VAHPERD Member. Additional nominations may be made from the floor of the Representative Assembly. All candidates for office must meet eligibility requirements and give written permission for having their names placed in nomination.
- b) The Nominating Committee shall provide for a rank-order evaluation of all nominees for the office of President-Elect.

- c) Each Division Vice President shall provide for rank-order evaluation by the Division Executive Committee of the nominees for the office of Division Vice President-Elect. The results of the ranking of nominees will be submitted to the Nominating Committee Chair who will prepare, in consultation with the Committee, a slate of two candidates for each office. If top-ranked nominees are unable to accept candidacy for office for which they are nominated, the committee will request further suggestions of nominations from the appropriate Division Executive Committee.
- d) It is essential that the Nominating Committee Chair coordinate the acceptance of nominations for Board office rather than the Division inasmuch as an individual, without being aware of it, could have been nominated and highly ranked for more than one Board office. In such case, the Nominating Committee Chair would contact the individual and request acceptance for nomination for the office of his/her choice.
- e) When the slate of officers is completed, the Chair shall send a copy to the Nominating Committee for final approval. The chair shall then notify the candidates that their names have been placed on the ballot, and request their attendance at the first general sessions and at the Representative Assembly.
- f) The Chair shall prepare a written annual report and submit to the Executive Director one week prior to the first Board of Directors meeting at the annual convention.

B. Meetings

- 1. The business of the Nominating Committee shall be conducted by mail, phone, e-mail, or meetings.
- 2. Four Committee members, present at the meeting and/or participating in phone deliberations, will be considered a quorum for the transaction of official business.

C. Committee Operation

- 1. The Committee shall be activated by January 1 each year and shall complete its deliberations on or before May 1..

2. The Committee roster and all procedures to be followed in submitting nominations shall be published in the appropriate VAHPERD publications
3. Nominations for the Board positions will be submitted to the Committee Chair by March 1 of each year.
4. The Committee Chair will request that each potential candidate for a Board position complete a Statement of Candidacy Form (see p. 7.72) and VAHPERD Personal Data Sheet by June 15. On the same date, candidates will submit a 3x5 photo to the Committee Chair for submission to the Editor of the Journal.
5. By July 15, the committee will submit to the Editor of the Journal pictures of all Candidates for Board positions and the VAHPERD Personal Data Sheet for the President-Elect position.
6. Prior to the annual convention, the Committee will prepare a voting ballot that includes all nominees for all positions (with a lines for write in nominations) Copies of the Personal Data Sheet for each nominee will be made to distribute to all voting members. Inform Candidate that they will be introduced at the first General Session and the Representative Assembly. They should attend both.
7. At the Representative Assembly, the Nominating Committee will distribute the personal data sheet for each candidate and ballots to those members eligible to vote.
8. At the Representative Assembly, the Nominating Committee will introduce the candidates and supervise the balloting.
9. At the Representative Assembly, three members of the Committee will count votes for each Board position. In the absence of three Committee members, the President will appoint the appropriate number of vote counters.
10. The President's ballot shall be held by the Committee Chair for use in case of a tie.

#### V. AMENDMENTS:

Operating codes may be changed by submitting a written proposal, including rationale, to the Executive Director. The Executive Director shall submit the proposal to the Board of Directors not less than fifteen (15) days in advance of a vote. The proposal shall be adopted by a majority vote of the Board of Directors.