

PSEA NOMINATING COMMITTEE CHARGE AND SOP

Scope: The PSEA Nominating Committee is established under PSEA bylaws §10.02. The members are nominated by the president and confirmed by the PSEA Board of Directors prior to the close of the January Board meeting. The committee is comprised of no less than five individuals who serve one year terms. Committee members may serve no more than two consecutive one-year terms. Committee members must be PSEA members in good standing and cannot be candidates for election.

Term: The committee's work commences on July 1 with installation of the new PSEA officers and directors and ends on June 30 of each year. The committee typically ceases to function when the election results are publicized.

Members: Chair and no less than 4 members

Charges & Responsibilities:

- The committee will discuss with the incoming President what skill sets he / she believes would enhance and complement the future board.
- The committee will develop a questionnaire that will be answered by all nominees and candidates.
- The committee will conduct interviews of all nominees to develop its slate of candidates for all Officer and Director positions.
- The Committee will submit a report to the Board and PSEA membership nominating at least one, but not more than two nominees for each Director and Officer position which is vacant or scheduled for replacement. The committee will report to the Board and to the membership no later than thirty (30) days prior to the annual meeting.
- Each candidate's questionnaire and biography will be distributed to all members in good standing prior to the election.
- Report all proposed committee recommendations to the PSEA Board for approval prior to implementation.
- Collaborate with any PSEA committees as appropriate to fulfill these charges.
- Refer to the Nominating Committee SOP for more information on the process.

PSEA NOMINATING COMMITTEE SOP

Composition of Nominating Committee

The Nominating Committee is generally comprised of a chair and at least two members appointed by the PSEA President. The members should have experience with nominations, whether at the local, affiliate or national level. To maintain continuity in this important committee, two or more members may be carried over from the previous year's committee. No member of the committee can run for a director or officer position on the Board, and no member can serve on the committee for more than two consecutive years.

The PSEA Board of Directors (Board) continually seeks to identify members with strong leadership abilities. Participation in this committee is an excellent opportunity for the chair and PSEA members of the Board to evaluate members who demonstrate the requisite skills necessary to serve PSEA in the future in this or another capacity. Please keep this in mind and if a committee member exhibits extraordinary skills, please discuss with the PSEA President.

Duties of the PSEA Nominating Committee

The Nominating Committee is a standing committee and is responsible for seeking the best qualified individuals and developing a slate of candidates for the PSEA Officers and Board of Directors.

The committee should familiarize themselves with the Policy and Procedure manual (particularly section 4) as well as the bylaws. The following are excerpts from the governance documents. Always refer to the actual document to ensure the most current rules are being applied.

Section X PSEA Bylaws

10.02 Nominating Committee

Prior to the close of the January Board of Directors meeting, the Board shall elect a Nominating Committee of no less than three (3) members. This Committee shall report to the Board of Directors and to the membership no later than thirty (30) days prior to the annual meeting.

Policy & Procedure Manual Part IV – Elections and Nominations

4.1 All members who seek to serve on the PSEA Board must follow the procedures of the Nominating Committee and must be interviewed by this Committee.

4.2 All members who seek to serve as an Officer of the Society must have completed at least one year on the PSEA Board before being eligible to run for the position.

4.3 Nominating Committee Procedures:

4.3.1 In-person interviews with the Nominating Committee are preferred, but videoconferencing or other electronic means that allow the full Nominating Committee to view and communicate with the applicant are permitted. The entire cost, if any, will be borne by the candidate who requests the alternate interview method.

4.3.2 The slate of nominees for Officers and Directors will be published to the membership no later than 30 days before the Annual Membership meeting. The Nominating Committee will also provide a procedure for interested candidates not chosen by the Nominating Committee to be placed on the ballot prior to the Annual Membership meeting. In addition, members may declare themselves as a candidate by running from the floor during the election.

4.3.3 All candidates will be given the same opportunity as the nominees to provide a biography, statement of goals, and an answer(s) to a common question(s).

4.3.4 The Nominating Committee will prepare an announcement that will include the biography, statement of goals, and an answer(s) to a common question(s) of all nominees and declared candidates, along with the instructions for voting. This announcement will be communicated to all members in good standing at least thirty days prior to the election at the Annual Membership meeting.

Timeline

The committee's work commences at the start of the new PSEA governance year on July 1. This marks the effective start of the committee's charge, which generally ends when the next committee's charge is effective, approximately one year later. The committee's charge culminates after the election results are published.

Shortly after the start of the fiscal year, the committee should convene to discuss its overall charge and specific strategies to achieve the initiatives. The chair will schedule committee meetings as needed to accomplish its objectives for the fiscal year. The meeting schedule for the Committee's work should allow the Committee to meet its specific charges in a timely fashion and also be sensitive to the needs of its members. The chair should confirm that the meeting schedule is agreeable to the committee members and will modify it as appropriate. The committee should remain cognizant of any Board plans and intentions in its work. The chair will provide all members of the committee with a schedule of committee meetings and distribute agendas for each meeting.

The chair or a committee member may prepare a draft report of its recommendations for proposed action. Generally, the completed committee report will be distributed to the full committee for comments / revisions before distribution to the Board. The final committee report is then submitted to the Board for approval.

An invitation to the chair is extended when the chair's presence at the Board meeting is required by the President. If the President requests the chair attend a meeting, his / her travel expenses

will be reimbursed according to the established reimbursement policies found within the PSEA Policy and Procedures Manual.

The chair establishes the timeline for the current year including the schedule for meetings and personal interviews of the nominees. The incoming president or other individuals may be asked to consult with the committee in its process at the discretion and direction of the chair.

Confidentiality is generally maintained for the committee process and deliberations but at the chair's discretion, information about the process and deliberation may be shared with the Executive Committee. The only persons with knowledge of the actual ballot count for any election are the chief teller (appointed by the president to certify the results) and the President. This information will be made available to any member upon request submitted to the President.

The following procedures are a suggestion for, not a requirement of, the committee:

- 1) The committee reviews the interview questions used in the prior year and modifies them for use in the current year based upon PSEA's needs and the environment.
- 2) The committee reviews PSEA's strategic plan, the composition of the Board as a whole and the upcoming issues facing PSEA in the near and far future.
- 3) The committee prepares the nominees' questionnaire for use in the current year.
- 4) The committee prepares its list of interview questions for all interviewees and establishes its initial strategy for the interviews.
- 5) The committee issues a "Call for Nominations" to the membership which includes instructions for submitting the questionnaire and biography and a deadline for submission of members' nominations.
- 6) After a nomination is received, the committee acknowledges the nomination and sends the person nominated the position's job description.
- 7) The committee verifies the nominee's eligibility for the nominated position, including whether the person nominated is a member in good standing. For all officer nominations, the committee must verify the person has previously served at least one year on the PSEA Board; if the nomination is invalid, the committee must notify the nominee.
- 8) The committee develops a list of interview questions that will be asked of all nominees.
- 9) After establishing a schedule for interviews, the committee conducts interviews of all nominees. Each committee member should rate each candidate immediately after the interview to record first impressions.
- 10) The committee meets to review all nominees' questionnaires, biographies and interview responses.
- 11) The committee develops its slate of candidates based on its review of all nominees.
- 12) After the candidates are decided, the committee reports its results to the Board, then all those interviewed.
- 13) After the selection, the chair informs all nominees of the results.

- 14) The slate of candidates for Officers and Directors, including candidates' questionnaires and biographies, will be published to the membership no later than 30 days before the Annual Membership meeting.
- 15) The committee prepares a ballot for voting at the Annual Membership meeting.
- 16) The chief teller, appointed by the president, certifies the results.
- 17) The results of the election are announced at the Annual Membership meeting and distributed to the membership.