



**Portfolio Description: NOMINATING COMMITTEE CHAIRPERSON and  
COMMITTEE DESCRIPTION**

Adopted 03.04.21; Revised 12.19.22

**Role:** To manage the annual nominating process from a Justice, Equity, Diversity, and Inclusion (JEDI) perspective to make decisions in the best interest of the LWVSNM. As a member of the LWVSNM, the Nominating Chairperson and Committee members understand and support the League policies outlined in the LWVSNM Handbook and Member Directory, including nonpartisanship and justice, equity, diversity and inclusion (JEDI).

**Responsibilities of the Chair of the Nominating Committee:**

1. Convene meetings of the nominating committee in time for a slate of officers to be presented to the membership at least two weeks prior to the Annual Meeting.
  - a. In January, contact the Membership Director and other Board members who may be appropriate for assistance in developing a list of potential officers, directors, coordinators, & chairs.
  - b. By at least the first week of February, call a meeting to discuss the process and make decisions for contacting potential Board candidates, coordinating the calling process and outcomes to put together the slate.
  - c. Collect photos and bios of persons on the proposed slate for the editor of The Voter to be published in the Annual Meeting materials.
  - d. The nominating committee is encouraged to share information with the Board as needed. The slate of candidates is forwarded to all members two weeks before the Annual Meeting.
2. Recruit candidates for the Board keeping in mind our commitment to JEDI principles.
3. Present the slate at the LWVSNM Annual meeting in April at which time there can be nominations from the floor.
4. Share information with the Board about member interest in other positions, including committee chairs/coordinators, and/or program chairs/coordinators of the organization. (See website, handbook/membership directory for positions and terms.)

**Nominating Committee Description:**

1. The Nominating Committee plays a vital role in the future success of the League. Committee members should discuss with each potential candidate the nonpartisan policy so that it is clearly understood what it means for the position being considered. The Conflict-of-Interest Bylaw (Article IV. Section 7) also needs to be clearly understood.

2. The Nominating Committee will have three members: the committee chair and one member (not members of the incoming board) elected at the Annual Meeting, and a board member appointed by the Board of Directors immediately following the annual meeting.
3. When seeking individuals to serve for an elected LWVSNM Board position, the Committee will ensure that candidates are:
  - a) familiar with the LWVSNM description for the position found on the LWVSNM website;
  - b) willing to commit to the duties of the position;
  - c) willing to attend monthly Board meetings, as well as general meetings.

Elected positions take effect immediately after the Annual Meeting in April. Outgoing board members agree to mentor and support newly elected officers.

#### Elections in Odd-Numbered Years

- President(s) (two-year term)
- Treasurer (two-year term)
- Membership Director (two-year term)
- Youth Engagement Director (two-year term)
- Nominating Committee Chair and Member (one-year term)

#### Elections in Even-Numbered Years

- Vice President (two-year term)
- Secretary (two-year term)
- Voter Services Director(s) (two-year term)
- Nominating Committee Chair and Member (one-year term)

### **Schedule of Activities**

**January:** Convene the committee

Review the offices to be filled in the upcoming year at the Annual Business Meeting and the job descriptions for the relevant positions at <https://www.lwvsnm.org/2019/11/30/our-board-of-directors/>

Contact the Membership Director for assistance. Part of the Membership Director's job description is to assist the chair of the nominating committee with a list of names/ideas for a potential slate of officers for the positions that are to be filled in a given year. The Membership Director should be familiar with the skills of current members and new members who might be good officers.

- Jan-March** Attend as many meetings as possible (board, general and committee meetings, and orientations for new members) to become better acquainted with members and their interests.
- Solicit nominations, including self-nominations, from members via The Voter, email, and meetings.
- March** Finalize the list of nominees. The list must be shared with the membership at least two weeks prior to the annual meeting on the second Saturday of April. Collect from the nominees photos and short bios to be included in the Annual Meeting Packet.
- April** Present the Nominating Committee report at the annual meeting
- Provide feedback to the board concerning members who might be appropriate for off-board positions such as Development Committee Chair, **Public Relations**, Historian and/or study committees.