



## **Nomination Committee Standard Operating Procedures**

A successful nomination season begins with preparation, clarity, and commitment to inclusivity. While each club may have its own traditions and bylaws, the following steps—grounded in best practices and parliamentary guidance—can help ensure a smooth and effective process.

<b>Committee timeline</b>	<b>Action items for your monthly meeting</b>
3 months before elections	<ul style="list-style-type: none"><li>- Build your Nominating Committee</li><li>- Update your Nominating Committee SOP</li><li>- Review and update job descriptions.</li><li>- Identify potential nominees from the board, membership and the community.</li><li>- Plan advertising and outreach.</li></ul>
2 months before elections	<ul style="list-style-type: none"><li>- Collect nominations from your current board.</li><li>- Open the nominations via all available methods (Refer to the Constitution and Bylaws for specifics)</li></ul>
1 month before elections	<ul style="list-style-type: none"><li>- Confirm all nominations are accepted.</li><li>- Present slate to membership and open floor for final nominations.</li><li>- Revisit slate if there was a nomination from the floor.</li><li>- Close nomination process 5 days after final nominations.</li></ul>
Month of elections	<ul style="list-style-type: none"><li>- Conduct voting as per your Constitution and Bylaws.</li><li>- Committee continues to meet to search for candidates if the slate is not complete.</li></ul>
1 month post elections	<ul style="list-style-type: none"><li>- Begin board transition.</li><li>- Schedule meetings to review expectations and complete paperwork.</li><li>- Set date to kick off the year and announce new board.</li></ul>

**Committee Purpose:** The Nominating Committee's primary role is to develop a cohesive and effective slate of candidates for the Executive Board. Their collective knowledge—gained through networking, volunteering, and social engagement—will help identify individuals whose skills and passions align with the needs of the club.

### **Step 1: Establishing the Nominating Committee**

Begin by reviewing the nominations section of your club's Bylaws. This will outline the structure of the Nominating Committee, including who should chair it (typically the Parliamentarian, unless they are seeking election), how many members should serve, and any specific eligibility



---

requirements. A small committee is generally recommended to keep discussions focused and confidential.

#### **Committee Composition:**

- **Chairperson:** Usually the Parliamentarian, unless they are running for office.
- **Members:** A mix of at least two current board members and up to four active club general members.
- **Optional:** Advisors and Honorary Presidents may be invited to participate, especially if they have a lot of contacts in the community and bring valuable organizational insight.

#### **Selection Criteria:**

- The Executive Board is responsible for assisting the Parliamentarian in selecting nominating committee members using the criteria below.
- Choose individuals who are well-connected within the community and have a broad understanding of the club's membership.
- Prioritize diversity in background, experience, and perspective. A diverse committee helps ensure a diverse and representative Executive Board.
- Members should be known for their integrity and discretion, as confidentiality is critical throughout the nomination process.
- The current President should not sit on the committee and any committee member nominated for a position must be recused and replaced.

## **Step 2: Define the Process**

Establishing a clear and organized process is essential for a smooth nomination season. Begin by reviewing your club's Constitution and Bylaws to understand the rules governing nominations, voting procedures, and timelines. If certain elements are not specified, the Nominating Committee should make decisions that align with best practices and ensure transparency.

#### **Key Planning Elements:**

1. **Meeting Schedule & Timeline**
  - o Set dates for Nominating Committee meetings.
  - o Establish opening and closing dates for accepting nominations.
  - o Determine when the slate will be published, when nominations from the floor will be accepted, and the final voting date.
2. **Voting Procedures**



- o If holding an in-person event, confirm whether voting will be conducted via private written ballot (strongly recommended) or show of hands.
  - Decide how to handle absentee voting—will email submissions be accepted?
- o If not holding an in-person event, the committee needs to decide the voting process in advance.
  - Refer to Voting Procedures document.
- o Ensure all procedures align with your Constitution and Bylaws.
  - If not specified, document the chosen method and communicate it clearly to members.

### 3. Job Descriptions & Board Structure

- o Review and update all Executive Board job descriptions.
- o Confirm that the board positions for the upcoming year match what is currently outlined in the Bylaws.
- o If a Constitution or Bylaw review is underway, ensure the nomination process reflects any anticipated changes.

### 4. Outreach & Marketing

- o Research effective ways to reach a broad and diverse pool of potential nominees.
- o Develop a marketing strategy that includes social media, email campaigns, community engagements and in-person promotions at club events.
- o Schedule posts and communications to maintain consistent messaging and visibility throughout the nomination period.

**By defining these elements early, the Nominating Committee sets the foundation for a fair, inclusive, and well-executed election process.**

## Step 3: Gather Nominations

Once the Nominating Committee is formed, the Parliamentarian presents the current Committee member names and SOP to the general board. If any significant changes are needed, the Board must vote to update the committee's Standard Operating Procedures (SOP). Ensure eligibility requirements and nomination period are clearly defined in accordance with the provisions in your bylaws.

### Engaging the Current Board:



- 
- Distribute nomination applications/forms to all board members during this meeting. These forms should allow members to nominate others or themselves anonymously, including the position and a brief explanation of why the nominee is a good fit.
  - Encourage board members to reflect on the club's active volunteers and identify individuals with talents that align with board needs.
  - Share eligibility rules before distributing forms (e.g., nominees must be current members).

#### **Community Outreach:**

- At a membership event held two months before voting, provide the same nomination forms to attendees. Use a secure drop-off method (e.g., sealed box or envelope) to maintain confidentiality.
- Reach out across all areas of the community to identify a diverse pool of potential nominees, including volunteers with relevant skills and interests.
- Use social media, email, text apps, etc. to promote nominations. Ask members to recommend others who may be a good fit.

#### **Tools & Transparency:**

- Parliamentarian will provide monthly updates to the board on the nomination process.
- Ensure every board position has a clear and updated job description. This helps potential nominees understand the role and see how their passions and skills can contribute.
- Use anonymous nomination forms—Google Forms, Microsoft Forms, website links, or paper copies—to make the process accessible and private.
- Assign a designated committee member to collect and manage completed forms.

#### **Recruitment Strategy:**

- Leverage the board's network: "someone knows someone" who may be perfect for a role.
- Advertise strategically using installation forums, club socials, and digital platforms.
- Emphasize transparency and connect roles to personal interests to make nominations more appealing.
- Also, remember that the Nominating Committee can nominate potential candidates. All nominations do not have to come from outside the committee.

**By combining structured outreach with personalized engagement, the Nominating Committee can gather a strong, diverse slate of candidates ready to lead with purpose.**

## **Step 4: Nomination Review and Finalizing the Slate**

---



Once nominations have been collected, the Nominating Committee begins the critical task of reviewing and finalizing the slate of candidates. This step requires discretion, thoughtful evaluation, and strategic communication.

**Reviewing Nominations:**

- Carefully examine each nomination to ensure it meets the eligibility criteria outlined in the club's Constitution and Bylaws.
- Keep all discussions and nominee information CONFIDENTIAL within the committee until the slate is officially presented.
- Contact each nominee privately to confirm their interest in serving. DO NOT ANNOUNCE ANY NAMES UNTIL ACCEPTANCE IS RECEIVED.

**Handling Multiple Nominations:**

- If a nominee is suggested for more than one position, speak with them to determine where their passion and skills best align. Let them choose the role they feel most suited for.
- In cases where multiple strong candidates are nominated for the same position, attempt to redirect one to another open role. This requires insight into each nominee's strengths and flexibility.
- If redirection is not possible and both candidates insist on running for the same position, the committee must allow the membership to decide via a ballot vote. While this may cause division, the committee should not make the final decision in such cases.

**Filling Gaps:**

- If there are unfilled positions, the committee should revisit the nomination pool to identify potential fits.
- Committee members should personally reach out to individuals who may be hesitant, explaining why their talents are needed and how they can contribute meaningfully.
- Consider co-chairing roles for positions perceived as too demanding. Two individuals can share responsibilities while the role retains a single vote on the board.

**Finalizing the Slate:**

- Continue refining the slate until all positions are filled with confirmed nominees.
- The committee should meet to finalize the slate, ensuring it reflects a balanced, capable, and diverse leadership team.
- Once complete, the slate is prepared for presentation to the membership. A proper slate includes only one nominee per position. If multiple candidates remain for a single role, the committee must prepare for a ballot vote.
- If necessary, a slate can be presented with open positions.



---

**This step is pivotal in shaping the future leadership of the club. A well-considered slate sets the tone for a productive and harmonious board year.**

## **Step 5: Present the Slate and Accept Floor Nominations**

Presenting the slate is a pivotal moment in the nomination process. It reflects the committee's efforts to build a cohesive and capable board and sets the stage for final member input.

### **Slate Presentation:**

- One month prior to voting, the Nominating Committee presents the finalized slate to the membership.
- This step is typically a formality, as members have had ample time to submit nominations.
- At this event, the floor is opened for last-minute nominations. If a nomination is made:
  - The nominator must confirm the nominee's willingness to serve.
  - The nominator is given 2 minutes to explain why the nominee is a good fit and why the nomination was not submitted earlier.
  - At that time, the new nomination is given back to the Committee for further review.
  - Nominations will then close at midnight on the day the slate is presented.
- The Nominating Committee will be given time to revise/finalize the slate if needed and re-present the final slate.

### **Voting Implications:**

- If more than one candidate is listed for a position, campaigning is highly discouraged to maintain fairness and unity.

**By combining thoughtful presentation with open communication and clear procedures, the club ensures a respectful and inclusive final step before voting.**

## **Step 6: Conduct the Vote and Transition**

The final stages of the nomination process are critical for ensuring a smooth leadership transition and maintaining the integrity of the club's governance.

### **Voting Procedures:**

- The vote takes place at the second-to-last membership event of the board year.
- The Parliamentarian serves as the Election Officer, overseeing the voting process and ensuring it follows the club's Constitution and Bylaws.



- If your governing documents do not specify a voting method, the recommended approach is a closed ballot to protect voter privacy and reduce bias.
- Ensure all members understand the voting procedure, including how absentee ballots or electronic voting will be handled if permitted.

#### **Voting Process:**

- Establish your quorum:
  - For in-person voting, the number of eligible voters present is equal to or more than what is required in your constitution to achieve a quorum. If allowing electronic absentee ballots, they must be received midnight prior to the in-person vote and these votes count towards your quorum.
  - For electronic voting, see UCS Voting Procedures document to understand how to reach a quorum electronically.
- Proceed with the vote:
  - Each eligible voter chooses Yes or NO for EACH candidate.

#### **Finalizing the Election:**

- Votes are counted and verified by the Election Officer.
- During voting, the candidate must receive a majority vote (over 50% of votes cast) to be declared the winner.
- If a position has multiple candidates, one candidate must receive a majority vote (over 50% of votes cast) to be declared the winner.
- If no candidate achieves a majority, a run-off vote must be conducted.

#### **Board Transition:**

- The final membership event of the board year marks the official transfer of power from the outgoing board to the newly elected board.
- Outgoing board members should begin transitioning responsibilities, sharing documentation, and scheduling onboard meetings.
- Within the following month, hold a transition meeting to review expectations, complete paperwork, and answer questions.
- Choose a date to kick off the new board year and publicly announce the new board to the membership and community.

#### **Supporting New Board Members:**

- Help new members connect their passions to their roles. Share personal stories and accomplishments to inspire confidence and purpose.



- 
- Use personalized communication—handwritten notes, texts, and check-ins—to build relationships and show appreciation.
  - Maintain transparency: Be honest about role expectations, time commitments, and the flexibility to lead in their own way. Encourage open dialogue about how each role can evolve while still meeting club needs.

**By conducting a respectful and well-organized vote, followed by a thoughtful transition, your club sets the tone for a successful and collaborative board year.**

## Final Considerations

- **Connect roles to passions:** Help nominees see how their interests align with board responsibilities.
- **Recruit year-round:** Encourage board members to identify potential leaders throughout the year.
- **Communicate personally:** Use handwritten notes, texts, and conversations to build relationships and encourage participation.
- **Be transparent and flexible:** Clearly outline expectations, time commitments, and opportunities for innovation.

**Spouse clubs thrive on legacy, relevance, and vision. With thoughtful planning and inclusive practices, your club can build a dynamic and passionate board ready to lead with purpose.**