



- **MISSION STATEMENT.** The purpose of the Nominations Committee is to ensure that the District has qualified candidates to run for any open positions. The Chair of the Nominations Committee shall be the International Director-elect or Junior International Director during years when there is not an incoming International Director.
- **ROLES AND RESPONSIBILITIES.** The Nominations Committee Chair is tasked with coordinating with all of the Districts Sections to obtain nominations and overseeing the work of the Nominations Committee.

- **Communicate with Members**

As indicated in the Election Policies, the Chair shall notify all members prior to September 1 that anyone interested in running for District office should contact their Section Representative and notify them on their interest. The Chair should provide the notice sufficiently early to allow it to be included in the District's first newsletter following the Annual Meeting. The residency requirements should be indicated in the announcement.

- **Establish Committee**

All Section Representatives are automatically included as members of the Nominating Committee. By September 1 of each year the Committee Chair should communicate with all of the Section Representatives to let them know that they are on the Nominating Committee, explain their role on the Committee, and request their assistance in identifying qualified candidates. If a Section Representative is a potential candidate, and alternate committee member should be identified.

- **Receive Nominations**

All members of the Nominating Committee are to forward any nominations received to the Chair. If no nominations are received by October 1, the Chair will need to reach out to the Representatives of those Sections that are within the Region from which a candidate is desired and request assistance in identifying potential candidates.

- **Extend to Both Regions**

If only fewer than two candidates can be identified in the Region established for the election of that year, the Chair shall contact the District Board to determine if additional candidates should be sought regardless of residency. To extend the

potential for being nominated from either region requires the support of a majority of the members of the District Board.

- **Nomination Review**

The Chair is responsible for ensuring that the persons nominated are interested in running, and must obtain a letter of confirmation, ITE-focused resume, and other required materials for the Committee's review.

All materials will then be provided to all members of the Nominating Committee for their review and to be ranked. The rankings are to be returned to the Chair, who will compile the results and determine the top two candidates, if there are more than two.

- **Board Acceptance**

During the Winter Board Meeting the Chair will present the slate of candidates to the District Board for acceptance. The Chair is then responsible for the coin toss that determines the order of the candidates in the newsletter and on the website.

- **Key Contact**

The Chair will serve as the primary contact for the Board, Committee members, and candidates during the nominating process.

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