

Operating Guidelines
Nominating Committee

(The Nominating Committee consists of at least three people. The President will appoint the Chairperson.)

1. Recruit likely members to run for elected offices.
2. Strive to have at least two candidates for each office.
3. Obtain a minimum of five and a maximum of ten prospective board member candidates on the ballot.
4. Announce the slate of officer and board member candidates at the October general meeting. The President will open the floor to nominations. If there are no nominations from the floor, a motion is made and seconded to accept this slate. The slate of officers and board member candidates will be published in the *Ah-oo-ga* prior to the election.
5. Member of the Year Award: (a) Maintain a list of previous Member of the Year Recipients to pass on to the next Nominating Chairperson. (b) Include a write-in space at the bottom of the year's ballot for Member of the Year. This space should include the list of non-eligible members, e.g. anyone who has received the award in the previous 3 years. (See attached page for additional Member of the Year criteria and procedures.)
6. Prepare ballots for the November general meeting. Provide the Secretary with absentee ballots to meet the absentee ballot request requirement in the bylaws.
7. Pass out the ballots at the November general meeting as the Secretary calls roll from the roster. (Each member present receives a ballot. Write-in candidates will be accepted.) Count the votes and present the results to the President, who will announce the new slate for the coming year, and to the Secretary, who will record the results in the minutes.
8. Contact the Club President for assistance with any questions not answered in this guideline.

See additional information regarding Member of the Year Award on the attached sheet.

Operating Guidelines
Sub-category of the Nominating Committee Chairperson
Member of the Year Award

“Member of the Year” award will be given on a yearly basis. This award is given in recognition of an individual member who has made the greatest contribution to our club over the last year.

Some of the criteria which should be considered when casting your ballot are:

- Participation as a committee chairperson.
- Participation as an officer or board of director’s member.
- Leading a tour.
- Hosting a seminar
- Attending club meetings.
- Participation in club related functions.
- Helping other members with club related projects.
- Providing personal help to other club members when needed.

This list is not inclusive of all commitments that may be considered.

1. This award shall be presented to an individual member, not a family unit.
2. The person who receives this award will not be eligible to receive it again for three years thereafter. Any votes cast for a non-eligible member will not be considered.
3. To maintain an element of surprise votes will be tallied by a previous non-eligible recipient.
4. The current recipient’s name will be placed in a sealed envelope and given to the past President or Anniversary Dinner chairperson for presentation at the Anniversary Dinner.
5. If an award is given, it can be as simple as a club “Member of the Year” patch, or gift for which a budget has been set.
6. If a patch is given, advise the Vice-President or other designated person responsible for ordering patches.
7. Budget allocations are established at the January board meeting. For the current year’s spending allotment, contact the Treasurer.
8. It is recommended that the criteria section listed above be published in the October issue of the Ahooga when election information is published.