



NOMINATING COMMITTEE

This committee assists in shaping the association's structure. The nominating committee reviews candidates' resumes and prepares slates for the board and delegate positions. In addition, the nominating committee publicizes criteria and procedures for the elected positions.

The responsibility of the nominating committee in preparing the slate is not an overnight process. Each member of the committee should be actively seeking resumes of those they believe may be good candidates for service on the board or as a delegate. Consider asking proprietors, outgoing board members, and league secretaries who they think may make good board members or delegates and follow up with their recommendations. The larger the pool of applicants, the more selective the committee may be in providing the best slate of candidates possible.

Finally, the committee should contact those board members whose terms will be expiring to determine if they are seeking re-election. Do not assume in developing a slate that an individual plans to run for another term without first consulting him/her. An incumbent board member should fill out an application for the board (or a shorter version of it if there are no changes from the original application) each time they are up for election. It is important to remember that re-election is not automatic, and there may be other qualified candidates.

Role in the Election Process

The nominating committee's primary goal is to compile a slate of candidates for election at the association annual meeting.

The Slate

A slate is a list of candidates recommended by the nominating committee to be elected to open positions. To be listed "on the slate" essentially means an individual will be placed on the ballot for a specific position (i.e., if an individual is on the slate for president, his/her name will appear on the ballot for president). By placing a candidate on the slate, the committee is also providing an endorsement for the individual.

Election of the Directors

Prior to the annual meeting, any individual interested in running for a Director position must submit his/her qualifications to the Nominating Committee, in writing:

- At least 24 hours prior to the opening of the annual meeting (State) unless otherwise stipulated in the bylaws.
- In a format determined by the Board and a time frame as stipulated in the bylaws (Local), but not less than 24 hours prior to the annual meeting.

The nominating committee then reviews each candidate's qualifications, verifies that all eligibility requirements are met, and provides a slate. The slate is presented at the annual meeting. After the slate is presented, the presiding officer will ask for nominations from the floor.

Developing the Slate

The nominating committee develops the slate for each open position based on the applications/resumes received. Per the *USBC Bylaws*, individuals interested in running for a board or delegate position must submit qualifications in writing (State), or in a format specified by the nominating committee/board (Local).



Ultimately, the criteria used in deciding who will be placed on the slate for each open position is up to the nominating committee. The committee should review and verify each candidate's qualifications prior to placing them on the slate. The committee should also be aware of any eligibility requirements for specific positions that may disqualify applicants. For example, if an association's bylaws require the president to have a minimum of one year past experience on an association board, any applicant for the office of president must meet this requirement or could not be a consideration for that particular office.

The committee should understand that any criteria, discussions, debate, etc. used in deciding which individuals were put on the slate are considered a confidential matter. If there are any questions about a candidate and his/her qualifications, the committee should set up an interview with the candidate before making their decision.

When requesting qualifications/resumes, the committee should ask an individual to specify which position(s) they wish to seek. Before placing an individual on the slate for a position they did not originally indicate interest in, the nominating committee should gain the individual's approval.

It is recommended the nominating committee place multiple individuals on the slate for each position.

Preparing for the Annual Meeting

To help ensure elections are run smoothly, the nominating committee should coordinate with the association manager to guarantee the names on the slate are pre-printed on election ballots before the annual meeting. While not a required practice, pre-printing ballots based on the nominating committee's slate can save a great deal of time at meetings, as well as make the process of tallying the ballots simpler. When pre-printing the ballots, blank lines must be left on each ballot to allow for nominations from the floor. In addition, the association must be sure to have plenty of ballots on hand to account for all members present, as well as situations in which an election requires multiple ballots. (see *Sample Ballots at the end of this document*)

Role at the Annual Meeting

Ideally, the nominating committee will have printed candidate qualifications to distribute to members as they enter the annual meeting. In addition, immediately preceding the election, the nominating committee will present its report, which consists of the slate, along with candidate qualifications if they were not distributed at the beginning of the meeting. Once the report has been made, the elections would begin. It is the President/Chairperson that presides over the actual elections, handles nominations from the floor, etc.

[Click here for Sample Board of Directors application](#)

Sample Ballot Examples:



Ballot #1 – Directors Ballot (Plurality Vote)

Vote for no more than _____ candidates by placing an X next to the name(s). The _____ candidates with the most votes will be elected.

- | | |
|--|--|
| <input type="checkbox"/> Brad Lanebed | <input type="checkbox"/> Linda Turkey |
| <input type="checkbox"/> Andy Gutterball | <input type="checkbox"/> Todd Scoresheet |
| <input type="checkbox"/> Denise Spare | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Sue Frame | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Melanie Foul | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Mike Split | |

***NOTE:** When voting by plurality, each voter casts one ballot for "up to" the number of positions that are available. They do not have to vote for all the positions available. When votes are tallied, the candidates with the highest vote totals are elected.*



Ballot #2 – Directors Ballot (Majority Vote)

Vote for no more than _____ candidates by placing an X next to the name(s).

- | | |
|--|--|
| <input type="checkbox"/> Brad Lanebed | <input type="checkbox"/> Mike Split |
| <input type="checkbox"/> Andy Gutterball | <input type="checkbox"/> Linda Turkey |
| <input type="checkbox"/> Denise Spare | <input type="checkbox"/> Todd Scoresheet |
| <input type="checkbox"/> Sue Frame | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Melanie Foul | <input type="checkbox"/> _____ |

***NOTE:** When voting by majority, a second ballot would be used if the required number candidates did not receive a majority vote (one more than half of the votes cast) on the first ballot. In this case, a second ballot would then be distributed, and the members should be instructed to rewrite the name(s) of any candidate(s) who were nominated from the floor on the second ballot.*

Next, the members should be instructed to cross out the names of individuals who were elected (received majority vote), as well as the individual receiving the lowest number of votes on the first ballot. Depending on how many director positions still need to be filled, the voting body will then be instructed to vote for 'x' number of candidates. See sample below for Ballot #3.



Ballot #3 – Directors Ballot (Majority Vote)

Vote for no more than _____ candidates by placing an X next to the name(s).

- | | |
|--|--|
| <input type="checkbox"/> Brad Lanebee (elected on first ballot) | <input type="checkbox"/> Mike Split |
| <input type="checkbox"/> Andy Gutterball | <input type="checkbox"/> Linda Turkey (lowest vote total) |
| <input type="checkbox"/> Denise Spare (elected on first ballot) | <input type="checkbox"/> Todd Scoresheet |
| <input type="checkbox"/> Sue Frame | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Melanie Foul | <input type="checkbox"/> _____ |

Elections would continue in the same manner (removing anyone who receives a majority of the votes cast as well as the lowest vote getter) until the board positions are filled.

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