

## **NOMINATING PROCEDURES FOR ELECTION OF FUSTA EXECUTIVE BOARD MEMBERS**

The President, Vice President, Secretary and Treasurer will be elected by ballot at the AGM. The Corporation Secretary will send numbered ballots to the membership one month prior to the election. If candidates tie in votes counted at the AGM, the members present will vote again to break the tie.

A Nominating Committee will prepare the ballots.

### **1. Nominating Committee**

- Each region shall select one member to serve a 2 year term on the Nominating Committee. Selected members should have as much experience as possible with FUSTA members outside their regions and with FUSTA activities and policies.
- A Chairman shall be appointed by the President.
- Terms of members of the committee will be staggered.

### **2. Procedures for Nominating Candidates for Office**

- The nominating committee will actively solicit one or more candidates to run for each office that is open for election.
- At the conclusion of every two year term of an office, the position becomes available and the nominating committee will seek/accept candidates even if the incumbent chooses to run for another term.
- The nominating committee will confer with each other and interview candidates by phone to determine which candidates meet the qualifications to be placed on the ballot.
- Incumbent officers who indicate that they wish to run again will automatically be placed on the ballot and will be considered “nominees.”
- All nominations from outside the committee who meet the qualifications will be placed on the ballot.
- Write-in candidates are not allowed.
- All nominees must submit a written statement, including biography and experience that qualifies them to hold the office.
- All nominees must follow the procedures and timeline without exceptions.

### **3. Timeline for Nomination Procedures**

- September 1 – Nominating Committee is established and membership is notified.
- January – Notice to membership that committee is soliciting candidates. List the offices up for election and the job description and qualifications necessary.
- Feb/March – Committee seeks candidates and accepts nominations from members.
- April 1 - Deadline for all nomination forms to be in hands of Committee.
- April/May – Committee finalizes own candidates.
  - Adds other nominees who have met requirements
  - Formalizes ballot including names, bios, and qualifications
- May 15<sup>th</sup> – The ballot is presented to the President for distribution.