



MACRAO Nomination Committee Procedures and Timeline

1. Nomination Committee is composed of:
 - The three most recent Past Presidents who are still active in the Association;
 - Three elected at-large members; one each from a four-year public university, a four-year private college/university and a two-year college.
2. The Nomination Committee Charge:

To bring forward a slate of nominees for Executive Committee vacancies and the Nomination Committee positions at-large.

Timeline and Duties

1. **Past President** (Chair) updates the Nominee Activity Report and requests Web Editor to publish on the MACRAO website.
2. **Past President** (Chair) writes article to be published in the March MACRAO Newsletter soliciting nominations from the MACRAO membership for open Executive Committee positions and for member at-large positions on the Nomination Committee.

Nomination Committee seeks to find candidates who have or are currently serving in some kind of leadership role within MACRAO; leadership experience is essential.
3. **Nomination Committee Members** may encourage and nominate candidates, but they DO NOT call individuals and ask if they are willing to serve on the Executive Committee or the Nomination Committee. Direct solicitation from the Nomination Committee members gives those individuals the impression that they are nominated for a position. The following is an example of the reasoning behind no direct solicitation.

The Nomination Committee members contact five different individuals and ask if they were willing to serve as Vice President and all five responded, "Yes". The five nominees are brought forward to the Executive Committee; the Executive Committee either agrees with the Nomination Committee's ranking or changes the ranking. The Nomination Committee contacts the number one choice, that person accepts, the other four individuals wonder what happened, why weren't they chosen? One of the candidates feels that they are more qualified than the person who was chosen...the potential for hurt feelings is very great.

The proposed slate of candidates must be approved by the Executive Committee prior to contacting the potential candidate(s) to see if they are willing and able to accept the nomination. The Executive Committee reserves the right to accept/reject/re-rank the slate of candidates brought forward by the Nomination Committee.

4. **Past President** (Chair) will forward a Nominee Activity Report to all candidates nominated and request they complete and return it by specified deadline.

5. **Past President** (Chair) will confirm receipt of returned completed Nominee Activity Report.
6. **Past President** (Chair) will compile returned Nominee Activity Reports and submit to the **Historian** to verify MACRAO involvement/detail.
7. **Historian** will research and document each candidate's involvement in MACRAO and respond back to the **Past President**.
8. **Past President** (Chair) will present Nominee Activity Reports and **Historian's** response to the **Nomination Committee**.
9. **Nomination Committee**, at their June meeting, will review and rank each nominee individually. Candidates will be ranked in order. The candidate with the highest number of points will be identified as the top candidate (tentatively) for each open position.
10. **Nomination Committee via the Past President** (Chair) submits list of all candidates, including ranking and supporting documentation to the Executive Committee for consideration at the July Executive Committee meeting.
11. **Executive Committee** reviews slate of candidates and supporting documentation. Executive Committee may accept, reject or re-rank the proposed candidates.
12. **Executive Committee** gives the go ahead to the Past President (Chair) to contact the approved slate.
13. **Past President** (Chair) contacts candidate number one. If he/she is unable to serve, candidate number two is contacted, if number two declines, candidate number three is contacted and so forth. This method assures that if the number one candidate declines the nomination, the number two candidate does not know that they were second, etc.
14. In the event that all other remaining candidates decline the nomination, the **Nomination Committee** will review all other remaining candidates and repeat the process. If there are no remaining suitable candidates, the **Nomination Committee** will solicit additional nominations from the MACRAO membership.
15. Upon completing the nomination process, the **Past President** (Chair) will notify by email or personal phone call those who were not selected.
16. **Past President** (Chair) contacts the slate of officers and Nomination Committee members and requests them to provide him/her with a photo and a bio to be presented to the MACRAO membership.
17. **Past President** (Chair) prepares article for the August or September MACRAO Newsletter presenting the slate of officers and Nomination Committee to the membership. August is preferred; September is intended to allow extra time if needed.

Note: In the event the Past President (Chair) is unable to perform any of his/her duties, one of the other Past Presidents will be asked to assist with said duties.

Nominations are accepted from the floor during the Annual Business Meeting. If nominations are presented, the Chair of the Nominations Committee will ask the nominee(s) to stand and they will be given time to share their interest, background and qualifications.