

NOMINATING COMMITTEE

The Nominating Committee is responsible for developing the slate of candidates and coordinating the election of officers in IDEC.

[Link to Committee Members in membership database]

Committee Composition & Appointments

Chair: The IDEC Past-President [add link] serves as Chair of the Committee

Committee Members: Five committee members representing each region shall serve on the committee. They shall be chosen with the help of the Regional Chairs [add link]. The term is 2 years with the option to renew for a second term to serve for a maximum of 4 years. Committee members from regions will stagger terms.

IDEC Staff: The Executive Director shall also serve as a non-voting member of the Nominating Committee.

Responsibilities and Duties

With the assistance of the IDEC staff, the Nominating Committee:

- Coordinates the Call for Nominations to the membership.
- Considers all nominations and compiles a slate for consideration by the membership. The Slate of Candidates chosen is not preapproved or ratified by the Board of Directors prior to being sent out to membership.
- Presents a single slate to membership with an opportunity for members to submit write-in candidates.
- Presents a final ballot to members.
- Issues the ballot to the membership for the election process.
- Announces the results to IDEC members.

Calendar & Deadlines

Deadline	Description	Responsibility
March	<p>At the annual conference, each region is asked by the Regional Chairs to send the name of one member forward to serve on the Nominating Committee. The Regional Chairs delivers the name of their delegate to the Director of Regions [add link], who, in turn, provides the list to the current President of IDEC (soon to be Past-President).</p> <p>The delegate should be a professional member of IDEC, be familiar with the IDEC membership, and be available during the summer months.</p>	Regional Chairs, Director of Regions
May 1	Past-President confirms availability of committee members submitted by Regional Chairs.	Past-President
May 1	The Call for Nominations is distributed electronically to the membership indicating positions open for nomination.	Past-President, IDEC Staff

Deadline	Description	Responsibility
	Prior to June 1, the nominating committee may encourage members to self-nominate for open positions.	
JUN 1	Deadline for members to submit names for consideration.	
JUN, JUL	<p>The Nominating Committee meets via teleconference to review nominations as assembled and formed by the Past-President and the Executive Director.</p> <p>Candidates for positions are contacted and provided with a position description for the office they are being considered, and an invitation for an interview with the nominating committee is extended. (the goal is to interview at least 2 qualified candidates for each open position)</p> <p>The nominating committee interviews each candidate for each of the open positions. The process for interviews is determined by the committee. Interviews can be divided up with 2-3 nominating committee members participating in each interview and reporting back to the full committee.</p>	Committee
AUG	The Nominating Committee reviews all of the feedback from the interviews and then selects one candidate for each available position and prepares the slate.	Committee
SEP 1	<p>The slate is sent via email to membership.</p> <p>The membership is provided a window of time to petition the slate of officers and add a write-in candidate if desired. Write-in petitions must be received by October 1. Write-in guidelines are as follows:</p> <p style="padding-left: 40px;">Any voting member may become a candidate or could nominate a candidate for the Board of Directors or Chair in their region following the release of the Nominating Committee's slate by having the signatures of at least ten members eligible to vote in the election process.</p>	Past-President, IDEC Staff
OCT 1	<p>Deadline for write-in petition.</p> <p>The final slate is determined by the Nominating Committee with any qualified write-in candidates added.</p>	Committee
NOV 1	An electronic ballot is sent to the membership with complete biographical information of each candidate.	Past-President, IDEC Staff

Deadline	Description	Responsibility
NOV 15, 25	Follow-up email with electronic ballot sent to the membership with complete biographical information of each candidate.	IDEC Staff
DEC 1	Ballots are submitted electronically by December 1. Ballots are counted and managed by the <u>IDEC Executive Director</u> [add link] and the results are announced to the members.	IDEC Executive Director
DEC 10	Email sent to membership announcing election results.	Past-President, IDEC Staff
MAR	New officers invited to attend BOD / Chairs meetings at conference.	Past-President, Director of Regions
APR	New officers invited to observe BOD / Chairs conference calls.	Past-President, Director of Regions
MAY 1	New officers (Board Members and Regional Chairs) assume their new duties.	