Nominating Committee Charter

Approved: [DATE] | Version 1.0

The Nominating Committee nominates candidates for open seats on the Board of Directors: President and Treasurer in even years; Vice President, Secretary and Director(s) in odd years.

Committee Formation and Composition

The Nominating Committee shall be chosen by the Board before February 15th. The committee shall consist of three members from different areas of the USA and two alternates, all members in good standing, no more than one of whom may be a member of the current Board. The President shall name a chairman for the committee.
The committee shall submit its slate of candidates to the Secretary no later than March 10. (The Secretary shall mail the list, including the full name of each candidate and the name of the state in which the candidate resides, to each member of the club on or before March 15th, so that additional nominations may be made by the members if they so desire.)

Process and Responsibilities

Eligible candidates must have been members of the USLHC for a minimum of one year.
The Nominating Committee shall nominate from among the eligible members of the club, one candidate for each open position on the Board. President and Treasurer in even years; Vice President, Secretary and Director(s) in odd years

The Committee should rigorously vet and select the most qualified candidate for each position, researching backgrounds, conducting interviews, and ensuring the candidates align with the organization's strategic goals and the Board's composition needs (diversity, skills, experience). The Committee should consider geographical representation of the membership on the Board to the extent that it is practicable to do so.

The Committee shall procure the acceptance of each nominee.

Once the nominees are selected and have agreed to stand for election, the Nominating Committee should support the chosen candidates through the election process.[1] [2] [3] [4]

The Nominating Committee may conduct its business by mail/email and telephone.

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[1] "What Every Non-profit Nominating Committee Member Needs to Know," *BoardEffect*, August 8, 2024 [https://www.cedarmanagementgroup.com/roberts-rules-of-order-election-of-officers/]

[2] "Duties of the Nominating and Leadership Development Committee," American Library Association [https://www.ala.org/alsc/duties-nominating-and-leadership-development-committee]

[3] "The Roles and Responsibilities of the Nomination Committee," Australian Institute of Company Directors [https://www.govenda.com/blog/nominating-committee/]

[4] "Robert's Rules of Order Election of Officers Explained," Cedar Management Group, October 29, 2024 [https://leaf742.org/wp-content/uploads/Handbook-E3-Committees-Nominating-Committee-Responsibilities.pdf]