

NOMINATING COMMITTEE

RESPONSIBILITIES

- Poll the membership of LRA for two nominations for each of the offices of Vice President/President-Elect, Secretary, and Treasurer.
- Conduct an election by mail to fill these offices.
- For reference, maintain documentation that might be useful to a successor.
- Perform any tasks assigned by the President.

COMPOSITION

- Chairperson is appointed by the LRA President and attends Executive Board meetings as a voting member.
- Four other members, representative of the Association, are appointed by the Chairperson.

PROCEDURES

- At least three months prior to the annual conference, a form for submitting nominations for the offices of Vice President/President-elect, Secretary, and Treasurer will be sent to the membership. The members will be given two weeks for submitting nominations. The specific return date will be established and printed on the form for nominations. The forms shall be returned to the Chairperson of the Nominating Committee or his/her designee.
- Nominations will be tallied and those nominees receiving the most nominations will be placed in nomination.
- Consent of nominees will be obtained.
- A form for biographical information shall be sent to each nominee for completion.
- At least six weeks prior to the annual Conference, a minimum of two candidates for each of the four offices above will be submitted to the Executive Board.
- At least four weeks prior to the annual Conference, a ballot for voting and biographical information on each candidate shall be mailed to the membership.
- The membership will be given two weeks to mark the ballots. A specific return date will be printed on the ballot. All ballots will be returned to the Chairperson of the Nominating Committee or his/her designee.
- Ballots will be counted and the winners notified prior to the Conference. The current President and/or Executive Board will also be notified. The new officers will be installed at the end of the Business Session.
- If inclement weather causes delays, the Committee may shorten the two weeks provided each for nominating candidates and marking ballots.