

Nominating Committee

Each County Extension Council (CEC) should have a Nominating Committee made up of current County Extension Council members. The Nominating Committee is responsible for identifying and nominating individuals to run for CEC officer positions. The small group of 4-5 CEC Nominating Committee members will work closely to identify and nominate individuals for offices as they rotate open. The Nominating Committee members will meet near the time of officer elections, yet actively identify potential future officers during the Committee term.

Why have a Nominating Committee?

It is important to have a CEC Nominating Committee so officer elections will run more effectively. The Nominating Committee shall be elected or appointed according to the rules of the CEC (Bylaws, policy rules, parliamentary authority.) Having a Nominating Committee will help allow individuals to self-select if they are interested in running for an office as well as have the Nominating Committee members identify and recommend individuals with the best qualifications and seek their affirmation to run for office.

Nominating Committee members shall serve a specific term (1, 2, or 3 years as designated in the council bylaws) to ensure rotation. The Nominating Committee should not be made up of more than one officer to allow general members to serve.

Nominating Committee Nominations and Officer Election Meeting Procedures

Each year the Nominating Committee will call for nominations for vacancies on the CEC two meetings prior to the meeting in which officer elections will be held. The Nominating Committee shall submit to the CEC, at the meeting prior to officer elections, the names of nominees proposed for offices that are soon to be vacant (copies can be given to the CEC Chair and Secretary). No name shall be presented without the consent of the nominee. At a CEC meeting, following the report of the nominating committee on the date of the officer elections, the CEC Chair shall call for nominations from the floor. When no further nominations are presented, the CEC Chair may declare the nominations closed or entertain a motion to close nominations.

Being nominated to office does not place a person in office or guarantee they will be elected to the position. CEC members must vote in order to elect officers. The usual methods of voting following the closing of nominations are as follows.

1. Voice Vote: Election may be by voice vote unless a ballot vote is required.
2. Nominees are voted on in the order in which they are nominated.
3. Nominating Committee members may be appointed to assist with the count of votes and report to the Committee Chair or an officer assisting with counting votes.
4. The Committee Chair will officially announce the result and declare the election winner.

(Adapted from: Simplified Handbook of Parliamentary Procedure, University of Arkansas Cooperative Extension Service http://www.uaex.edu/Other_Areas/publications/PDF/MP350.pdf)