

GUIDELINES FOR SAN DIEGO BRANCH NOMINATING COMMITTEE

The following are guidelines to assist the San Diego Branch nominating committee (“the committee”) to perform its function.

1. The nominating committee should be selected by the Branch Committee (“the board”) by March 1 and its chair appointed by the board. Nominating committee members cannot be members of the board, although their spouses are eligible.
2. The committee should meet in person or by teleconference as soon as possible to define tasks and delegate effort.
3. The committee should contact current Branch officers to assess their *availability* to run again for the same office or different office. *Thus the committee will know what positions need to be filled and if changes need to be made. If the members of the committee agree that an incumbent has not served well, they should recruit a replacement for the slate. In such a case, the incumbent should be informed that another candidate will be running for their position and ask them if they wish to have their name placed on the slate in a contested election.*
4. The committee should seek out at least one well qualified candidate for each office.
5. The committee should keep in mind that the branch chair has a term limit of two consecutive years and it would be optimal to have one or more qualified individuals on the board that will be able to move up to that position eventually.
6. The committee should also actively solicit nominations from branch members so that one or more candidates appear on the slate submitted to the board by the end of March. Nomination forms should be prepared and made available in classes so branch members can nominate themselves or others to offices. Nominations should also be solicited via email. The nominating process should be as open as possible. It is preferable to have multiple candidates on the initially presented slate than to have nominations submitted after April 1.

The Branch Bylaws state the following regarding the duties of the nominating committee and the nominating timeline:

- (a) A nominating committee of three (3) branch members, not currently serving on the Branch Committee, shall be appointed by the Branch Committee prior to March 1st. The nominating committee shall nominate at least one (1) member for each office and report to the Branch Committee no later than April 1st. The list of nominees shall be presented to the general membership with notice of the Annual General Meeting. All nominees must give their consent for their name to be presented on the list.
- (b) No more than one person from a family shall be eligible for election on the same Branch Committee.
- (c) Other candidates may be proposed by petition signed by the nominee and two (2) other members and filed with the Honorary Secretary no later than April 15th. Absentee ballots may be requested from the Honorary Secretary after April 15th, and must be returned to the Honorary Secretary by the call to order of the Annual General Meeting. No nominations will be received from the floor at the Annual General Meeting unless there is an office with no nominations. If, in this case, the nominee is not present at the Annual General Meeting, his/her acceptance, in writing, must be submitted before his/her nomination is accepted.
- (d) The nomination and election of the officers shall be in the order listed in Article VI, Section 1. The election of Branch Officers and Committee members at the Annual General Meeting shall be by ballot unless there is only one nominee for a given office, in which case the nominee(s) shall be declared elected by the Chairman.