



# Alpha Delta State Ohio Educational Foundation

## NOMINATING COMMITTEE POLICY (ADSOEF)

### OPERATING POLICY

**Effective Date: 02/01/2020**

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### I. PURPOSE

The purpose of the Nominating Committee is to find viable candidates to run for the positions of Directors for ADSOEF.

### II. COMPOSITION

The Nominating Committee will be composed in the following manner:

- A. The current Chairman of the ADSOEF Board of Directors (BOD) will appoint two (2) current Directors and three (3) non-Directors to serve on this Committee.
- B. Diversity of geographic regions and other factors shall be considered when the Chairman is appointing the Committee members.
- C. Any member of Ohio State Organization/ADSOEF can be appointed to the Nominating Committee.
- D. The current Chairman of the ADSOEF BOD shall not serve on this Committee.

### III. RESPONSIBILITIES

- A. The Nominating Committee shall present a written ballot including all qualified applicants for the positions of Directors at the Annual Meeting of ADSOEF. The ballot shall also include qualified nominations from the floor.
- B. The Nominating Committee will maintain an application form for the job of ADSOEF Director that is separate from the application form for Ohio State Organization.
- C. The Nominating Committee will maintain a current **Description of Position** pertaining to the job of ADSOEF Director to use and share in the work of the Committee.

#### **IV. TIMELINE OF ACTIONS**

- A.** The Nominating Committee shall be appointed by the Chairman of the ADSOEF BOD no later than September 30<sup>th</sup> in odd numbered years. These Committee members will serve for no more than two (2) years.
- B.** The Nominating Committee will contact, in writing, all Directors whose terms will end at the next selection cycle at least seven (7) months prior to determine if those Directors will be candidates for another term of service. This will apply to Directors who are not term limited.
- C.** Directors shall provide written notification to the Nominating Committee of their intention concerning reelection no later than six (6) months prior to the election date. If a Director does not respond, it will be assumed she wishes to be nominated for another term.