



Alpha Delta State Ohio Educational Foundation (ADSOEF)

NOMINATING COMMITTEE POLICY

OPERATING POLICY

Effective Date: 02/01/2020

Review Date(s): 10/16/2023; 05/15/2023

Revision Date(s): 05/15/2023

Number of Pages: 2

I. PURPOSE

The purpose of the Nominating Committee is to advance ADSOEF by presenting qualified candidates for the election of directors at the Annual Meeting.

II. COMPOSITION

The Nominating Committee will be composed in the following manner:

- A. The current Chairman of the ADSOEF Board of Directors 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 Board of Directors 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 include qualified nominations from the floor.
- B. The Nominating Committee shall maintain an application form updated annually for the job of ADSOEF Director that is separate from the application form for Ohio State Organization officers.

- C. The Nominating Committee shall maintain a current *Description of Position* pertaining to the job of ADSOEF Director to use and share in the work of the Committee.
- D. The Nominating Committee Chairman shall share all applications for review with all members of the Nominating Committee.
- E. The Nominating Committee shall inform ADSOEF members of the election of directors, the timeline for applications, the responsibilities of directors, and the application process through the website, *Foundation Matters*, chapter representatives, and all possible means.
- F. The Nominating Committee shall provide biographical information for all candidates at least six weeks prior to the election for publication in *Foundation Matters*.

IV. TIMELINE OF ACTIONS

- A. The Nominating Committee shall be appointed by the Chairman of the ADSOEF Board of Directors no later than August 31.
- B. Committee members shall serve for no more than two (2) consecutive years.
- C. All candidates shall submit an electronic application for ADSOEF Director by February 1 to the Chairman of the Nominating Committee.