

## **Nominating Committee Timetable**

Note: Dates each year will need to be adjusted based on newsletter deadlines, annual meeting date, events like SAA annual meeting or postal holidays, Executive Board meeting dates, and schedules of individual committee members.

### **Prior to newsletter issues**

Prior to the winter newsletter, Chair sends announcement re: opening of nominations for Fellows. Prior to the spring and/or summer newsletter, Chair sends newsletter editor news note including offices to be filled and names/addresses/ phones/FAX/e-mail of Nominating Committee members.

### **November/December**

- Meet with previous Past President and transfer relevant documents, templates (Chair)
- Determine budget for upcoming year (Chair and Committee)
- Place call for Fellows nominations in Winter Newsletter (Chair)
- Get contact information for all Fellows from previous Past President (Chair)

### **January**

- Hold Nominating Committee initial meeting
- Publicize call for Fellows nominations (Chair and Committee)

### **February/March**

- Continue to publicize call for Fellows nominations (Chair and Committee)
- Support current Fellows in their projects

### **April**

- Continue to publicize call for Fellows nominations (Chair and Committee)
- Support current Fellows in their projects
- Deadline for Nominating Fellows – April 30

### **May**

- 1<sup>st</sup> week: Hold Nominating Committee meeting to verify eligibility for nominees; forward all eligible nominations to Fellows
- 2<sup>nd</sup> or 3<sup>rd</sup> week: Hold Fellows meeting and luncheon to vote on nominations and forward the recommendations and comments to the Nominating Committee by May 31 (Chair and Committee)

### **June**

- Review Fellows recommendations with Nominating Committee; prepare to present the recommendations to the SGA Board
- Present Fellows recommendations to SGA Board; vote via email (or vote at July Board meeting) (Chair)
- Develop list of vacant elected Board positions for following year and provide preliminary information for the newsletter, website etc. (Chair and Committee)
- Work with current President on vacant nominated Board positions
- With current President, develop deadline for current Board members to notify Chair and President about whether they will continue in current roles

## **July**

- Create list of vacancies (elected and appointed) with current President in time for July Board meeting
- Solicit candidates for elected Board positions (Chair and Committee)
- Vote on Fellows recommendations (July Board meeting)

## **August**

- Inform recipients of Fellows Awards (and their employers) (Chair)
- Inform nominators of Fellows regarding the results of the decisions (Chair)
- Continue to solicit nominations/self-nominations for vacant elected positions
- Set deadline for nominations/self-nominations for vacant elected positions to be submitted to Nominating Committee
- Solicit biographies to be published for voting (sample bio and/or bio form is supplied) (Chair and Committee)
- Finalize full slate of officers
- Set deadline for completion of solicitations and receipt of all bios

## **September**

- Administrative Assistant prepares paper ballot mailing (for members requesting paper ballots)
- Finalize ballot text in consultation with the online ballot manager (Chair)
- Ensure ballots with bios are posted online
- Set mailed ballots postmark deadline, online ballot deadline

## **October**

- Online ballots due
- Count paper ballots, compile results of online ballots
- Complete notifications
- Prepare Fellows certificates and frames, lapel pins
- Prepare Fellows presentation (Chair)
- Create program including bios and photos of new Fellows (Chair and Committee)

## **November**

- Attend incoming/outgoing Board meeting (Chair)
- Announce election results at Annual Business meeting
- Present Fellows awards at reception at Annual Meeting
- Take photographs of new, current Fellows at reception

## **November/December**

- Submit final budget reimbursements
- Meet with incoming Past President
- Submit articles regarding newly elected officers, new Fellows for inclusion in the upcoming newsletter
- Write follow-up letters to all candidates for office