**Nominating Chairman and Committee**

December 2018 Section 12

**Bylaws: ARTICLE VII – NOMINATIONS AND ELECTIONS**

**Section 1**

A. A Nominating Committee of four (4)members shall be elected by ballot at each convention from a slate of candidates consisting of two (2) candidates representing each geographical region of the district.

B. The candidate receiving the highest number of votes shall be the chairman.

C. The chairman shall attend the LWML district Board of Directors Meetings.

D. A vacancy on the committee shall be filled by the candidate receiving the next highest number of votes.

E. The President shall appoint one additional member of the LWML district Executive Committee (who is continuing in office) to serve as a member of the Nominating Committee. This liaison shall vote only in the case of a tie vote of the elected members of the committee.

F. Upon the completion of the slate, the president’s appointee shall present in writing the names of qualified candidates for elected offices to the LWML district Executive Committee for approval.

**Section 2 - The Nominating Committee shall:**

A. receive suggested names of nominees for elective office from zones and societies;

B. submit the names of at least two (2) candidates, if possible, for each elective office to be filled;

C. select candidates for President who have served as a member of the LWML district Board of Directors;

D. select candidates for the remaining offices who have served at the zone level and who are active in their societies;

E. submit two (2) candidates for Pastoral Counselor from the four (4) nominees selected by the district LWML Executive Committee;

F. obtain written consent of all candidates to serve if elected;

G. submit a roster of candidates for elected offices to be published in the LWML Indiana District *Good News* prior to the LWML district convention;

H. submit for publication in the convention manual a resume of each nominee for elected office;

 I. prepare printed ballots with the names listed in alphabetical order;

J. keep notes and operational material pertinent to the responsibilities of the office and forward to the successor to this office within sixty (60) days;

 K. maintain committee guidelines.

**Article XII Section 1, letter A** – Board of Directors~~,~~

A. The LWML district Board of Directors shall be the elected officers, appointed officers (with the exception of the Parliamentarian and Secretary to the President) Chairman of the Nominating Committee, and zone presidents

**Standing Rules:**

1. The mileage allowance shall be $0.40 per mile. (11-03-2018)

9. The district shall pay lodging for district LWML Board of Directors and committee members on the basis of four (4) per room for district conventions. The deadline for submitting vouchers shall be 10 days from close of convention. Waivers shall be determined by the Executive Committee. (9-20-2014)

17. LWML Indiana District members and husbands who use their personal vehicles when transporting LWML guests and speakers must possess a valid driver’s license, drive a licensed and insured vehicle, be covered with appropriate liability and personal injury insurance, and have no history of accidents or serious moving violations over the past three years. (3-13-2015)

18. Any expenditure over $100 within the LWML Indiana District requires approval by the EC prior to purchase. The request should be submitted to their overseeing officer for approval by the EC. (11-17-2015)

**Meetings**

1. The Chairman should attend all Board of Directors meetings as requested by the president.
2. Call a meeting of the Nominating Committee prior to the spring board meeting in the odd numbered years. If possible, the committee should meet in the fall after the convention to get to know each other, to discuss the overall process and to ask questions. The next meeting may be done at the district retreat if all attend. Most business will be done by phone/email but you should meet at least once in the beginning and a couple of times toward the end, especially when deciding on nominees for the slate.

**Selection of Nominees**

1. Inform all zones and societies of nomination needs and deadlines. This is done through the *Good News* and by visiting zone rallies. One of the committee members should speak at the Treatshop and any other district events. Take nomination forms and job descriptions along to the rallies and Treatshop to give out if someone asks about a position.
2. **Most information is done by email** unless it is necessary to send something to a prospective nominee. The nomination form and job description should be sent to the person. This can be done by email if not given out at a district event.
3. A meeting should be held to select the nominees for the offices. When a decision is made, the names of the nominees should be sent to the President and Executive Committee liaison to receive approval by the Executive Committee. This should be done no later than January 15 of the even numbered year – the year of the convention. After a decision is made and the slate has been approved by the Executive Committee, the nominees should be notified of the committee’s decision.
4. **Verbal and written consent should be obtained from all nominees. Email the consent form to them, have them fill it out and return by email if at all possible.**
5. Obtain written approval of the nominee from her pastor. There is a form letter to send to the pastor. This can be done by email attachment or regular mail. Response should preferably be done by email. If necessary, you can call the pastor.
6. The chairman presents the slate (even year) to the Board of Directors. An invitation to the candidates to attend this meeting should be made a month in advance giving the date, place and time of the meeting. The president will ask the candidates present to stand and may introduce them to the BOD at this time.
7. Send information to all the candidates and before the convention about events that would involve the candidates and when they will be introduced on stage before the voting.

**Pastoral Counselor Nominees**

1. The Executive Committee will send the chairman four names of pastors who have been selected by the EC and approved by the LCMS District President. **The LWML District President will have contacted the top four names to see if they would be willing to have their names placed on the ballot if chosen by the Nominating Committee and will have shared job description and guidelines with them.**
2. The Nominating Committee will select two out of the four names and the chairman will call the two pastors to ask if he is willing to have his name put on the slate. They may have questions so be sure to know the duties of the pastoral counselor.
3. If he agrees, send out the nomination and consent forms to him by email and have him return the forms to the chairman. The consent form should be sent to the LWML Indiana District President. The chairman may do this after receiving it from the pastor. It is also stated on the consent form. If the pastor declines, go to the next name on the list of four.
4. Invite the pastors to the BOD meeting in the spring. This will give them an opportunity to see how the LWML does business and what a counselor does.
5. Send the registration form and housing information to them. Their registration fee, meals and housing are paid for by the district. They pay their own mileage.

**Conventions**

1. Prepare printed ballot for the election and send it to the parliamentarian.
2. The offices are listed in the order found in the bylaws. Candidates are in alphabetical order.
3. Prepare candidate tally sheet for convention manual and send to manual coordinator.
4. Read slate of nominees at the convention.
5. Prepare a resume of the nominees for the convention manual, including a picture.
6. Inform nominees when they are to be introduced to the convention body and of special events (receptions, etc.); and advise them where they are to meet prior to the convention.
7. Make special name tags for nominees.

8. Send a resume and picture of nominees to the *Good News* Editor in time to be published in the Convention issue (deadline to be determined but probably due in February of the even numbered years). Find out if pictures will be taken by someone in charge of photographs for the convention. Arrange for pictures to be returned if necessary.(Note: it is a good idea to have each candidate review his/her resume first).

**Suggested Timeline**

* Schedule a meeting in the fall of even year (after convention) to meet, get to know each other and discuss what each person will be doing in their area (zones). Attend the fall rallies to speak and start collecting names from the zones. Be sure to ask zone presidents for time to speak.
* February odd numbered years a meeting should be scheduled in person to get organized and see what each person has done. Each area should be working on collecting names and arranging to go to spring rallies to meet the ladies and speak briefly about looking for people to fill the offices. Ask each zone president to give you names and phone numbers of the current officers of the zone or someone they feel would be a good person to fill one of the positions.
* Spring Retreat odd numbered years ask to speak briefly and have information to give out to the ladies. Contact the Retreat Chairman to see if this is possible. You may want to meet briefly as a committee if there is a need.
* August Treatshop odd numbered years. This will be a good time to publicize the need for submitting nominees. You will need to contact the VP-SRD to ask for a time to speak. You may want to get the attendance sheet from the VP-SRD – a good source for names. Be sure to take nomination forms and job descriptions for ladies to fill out if asked about a position.
* November odd numbered years – meet to determine the nominees for the offices and form your slate to give to the EC for approval by January 15 at the latest. You may or may not have the pastors’ names at this point.
* February of even numbered years – the chairman should write uniform biographies on candidates and have them approve them. It would be good to have your EC liaison also review them. Pictures should also be sent via email or taken at the BOD meeting and both the biographies and pictures should be sent to the *Good News* editor by the deadline for the March convention news edition.
* Spring BOD meeting even numbered years – Chairman gives report and introduces candidates to the BOD. Check with the president as to how she wants to do this.
* Summer Convention even numbered years – election of officers and pastoral counselors. Meet the candidates and give them their identification. Make sure candidates know when they are to be introduced and when they should be assembled for such introductions. The EC liaison should have the dates and times at the convention when they will be introduced. Also any other events that they may be involved in such as the Delegate Meeting and reception for them (if there is one given.) You will need to get dates, times, and locations.