

3.11 NOMINATING

BYLAWS AND COMMITTEE DESCRIPTION

Please note the Bylaws (Manual Section 1.2) pertaining to the Nominating Committee (especially Article IV). Keep in mind that the Nominating Committee Chair is responsible for reviewing the Bylaws for possible revisions. See also Manual Section 1.5, Chapter Relationship to MLA.

CHRONOLOGY OF ACTIVITY AND GENERAL GUIDELINES

1. Two members of the Nominating Committee are elected on the spring ballot. Term for committee members is two years. Past President chairs the committee.
2. Members of the nominating committee need to be contacted right after the first advisory council meeting so that everyone has a list of addresses. Inform members of a) goals for the year; b) meeting schedule, such as at the Joint Meeting or through email or conference calls; and c) provide "Willingness to Serve" forms so that they can immediately seek candidates to run.
3. A budget is submitted to the Treasurer with a copy going to the President prior to the Advisory Council Budget Meeting. Until the distribution of the ballot by email began in 2003, printing and mailing services comprised most of the budget. Other expenses incurred might include postage, phone calls, and office supplies. The expenditures for the year should be included as part of the annual report, along with an estimate for the upcoming year.
4. The election is held before the spring meeting. Nominees are submitted to the Advisory Council for approval. Bylaws state that the "Ballots shall be distributed to the voting membership at least sixty days prior to the Chapter's spring meeting and shall be received by the Nominating Committee by the date previously announced for counting ballots."
5. Ballots need to be e-mailed at least sixty (60) days before the spring meeting. The Nominating Committee Chair utilizes the MLGSCA listserv to distribute ballots, Statements of Aims for President-Elect and Chapter Council Representative candidates, and brief biographies for other candidates. The Membership Committee Chair supplies mailing addresses for those members not part of the listserv.
6. The Newsletter editor is a key person in helping publicize the need for candidates and for what offices. The Chair needs to put a brief announcement in each newsletter issue.
7. The Nominating Committee Chair also gives reports at business meetings requesting nominations and providing "Willingness to Serve" forms for interested candidates.
8. At least two members of the Committee should be present during the counting of the ballots. Whenever this is not feasible, a third party who is not involved in MLGSCA can count the ballots with one of the committee members, usually the Chair.
9. Historical issues:
 - a. The issue of members running unopposed was discussed at length in 1993-1994. The Bylaws then stated that "one or more Active Members of the Group" run for the offices. The Advisory Council felt strongly that all positions should be competitive, but after exhausting all options in the 1994 election, the president-elect candidate ran unopposed. The MLA Chapter Council candidates lacked one person to run in 1994.
 - b. The issue of members not having an MLS was brought to the Nominating Committee Chair in 1994 but was not discussed in the Advisory Council.
10. Materials turned over to the new Chair include a file with:

- a. Aims and biographical statements (previous years)
 - b. Ballots (previous years)
 - c. Budget plans
 - d. Bylaws and issues
 - e. Candidate possibilities (previous years' notes)
 - f. Chair correspondence
 - g. MLGSCA Nominating Committee members
 - h. Newsletter submissions
 - i. Reports (includes Annual)
 - j. "Willingness to Serve" forms
11. The Committee notebook contains:
- a. Advisory Council member roster and minutes
 - b. Nominating Committee member roster, business, correspondence.
 - c. Ballot rough draft
 - d. "Willingness to Serve" forms
 - e. Procedure Manual

ELECTION

1. The Bylaws state that the slate be presented to the Advisory Council in a timely manner for approval. Ballots shall be distributed to the voting membership at least sixty days prior to the spring meeting.
2. Representation of candidates needs to be balanced so that a mix is shown from hospitals and academic institutions, and different geographic areas of California and Arizona.
3. President-Elect slate is hardest to fill and those candidates should probably be chosen first.
4. Results of the election are given to the President and all candidates before announcement at the spring meeting and in the *MLGSCA Link*.

QUALIFICATIONS AND REQUIREMENTS FOR CANDIDATES

1. *MLA Nominating Committee Candidate.* (See MLGSCA Bylaws Article IV. Sec.5; and MLA Bylaws) The candidate must be a regular member or Fellow of MLA and must not have served on the MLA Nominating Committee during the previous five years. Check MLANET <http://mlanet.org/about/leaders/pastpres.html#3> for the list of past Nominating Committee members. Keep in mind it is advantageous if the MLGCA member is known nationally. Per the 2000/2001 Chapter Council Representative, the Advisory Council has appointed one (for the past few years) instead of having membership elect one. Refer also to MLGSCA Manual Section 2.7, MLA Nominating Committee Candidate, and Section 1.5, Chapter Relationship to MLA part B.)
2. *MLA Chapter Council Representative.* (See MLGSCA Bylaws Article IV. Sections 1-4; and MLA Bylaws.) Candidates must be regular members or fellows of MLA. The candidate receiving the second highest number of votes shall become the MLA Chapter Council Alternate Representative.
3. *Forms and ballot statements.* All candidates shall fill out the "Willingness to Run" form designed in 1993-4. Candidates for President-Elect and MLA Chapter Council must also submit a "Statement of Aims" and other candidates should submit a short biography. Candidates for MLA Nominating

Committee submit a "Qualifications" statement with the "Willingness" form and MLA also requires a curriculum vitae or resume style of statement.

REPORTS

1. The first report of the Chair is to the Advisory Council. It includes the year's goals with a roster of the members of the Committee.
2. The second report is for the Treasurer who requires a budget plan. See the details above where Budget is underlined in the Chronology and Guidelines section.
3. During the year, the President will ask each committee chair to provide information for the mid-year and annual report sent to MLA; and at Advisory Council meetings.
4. At each business meeting the Nominating Committee gives a report of progress on who has agreed to run. Other activities such as issues or meetings may be included in the reports.
5. The Chair provides needed copies of the annual report at the Transition meeting (see MLGSCA Manual Section 1.4 Annual Reports).