

## BCCA NOMINATING COMMITTEE RESPONSIBILITIES

### Purpose

To nominate from among the eligible members of the Club, one candidate for each office, board position, and AKC Delegate on a three year rotation and procure the acceptance of each nominee so chosen.

### Duties of the Committee Chair

1. Contact current Board members whose terms of service are ending and inquire whether they are interested in being considered for nomination. Those answering in the affirmative should be considered with all other suggested persons. There is no requirement that incumbents whose terms are ending must be asked to serve another term.
2. Determine if a nomination is needed for the AKC Delegate (in 3 year rotation).
3. Contact all members of the committee to plan your approach.
4. Notify all members in the Bagpipes that the committee is accepting ideas for nominees.
5. Follow recommendations in the Guidelines for the Nominating Committee.
6. Notify the Recording Secretary of the slate by March 1.

### Committee Yearly Work Plan

Activities	Date to Be Accomplished	Person(s) Responsible
Notify members that they can submit names for nomination	February Bagpipes	Chair
Contact current Board	Early in February	Chair
Send the nominations to the Recording Secretary	On or before March 1	Chair

### Applicable Bylaws:

#### Article V - Section 4. Nominations Committee

Elections shall be held annually. All voting members in good standing shall have the opportunity to elect officers and directors by ballot.

- A. A nominating committee, consisting of three members but not more than one current board member, shall be chosen by the Board of Directors.
- B. The Nominating Committee shall nominate:
  1. One candidate for each office for a one year term;
  2. One candidate for each open position of director for a two year term; and
  3. One candidate for AKC Delegate, who may also be an officer or director, for a three year term.
- C. The Recording Secretary shall notify each member of the names of all candidates no later than the date set by the board.
- D. Each member may nominate a candidate for officer, director, and AKC delegate positions by signing a document that is sent to the recording secretary by a date to be determined by the board each year. The name of a candidate who receives nomination signatures from five percent of the members in good standing shall appear on the ballot.
  1. Nominations for each office shall be submitted as a separate document.
  2. A nomination document may contain the signatures of more than one member.
- E. The nominating committee shall verify that each candidate meets the requirements for the position for which nominated and shall secure from each candidate a written consent to serve if elected.
- F. Election
  1. If there is only one candidate for any office when nominations are closed, that person shall be declared elected and no balloting for that office shall be required.
  2. Voting shall be conducted by ballot. Candidates receiving the greatest number of votes for each position shall be declared elected. In case of a tie vote for any office, that position shall be re-balloted between the two tied candidates.
  3. The board of directors shall have the option to employ the services of an independent professional firm to conduct the election.