

## OFFICIAL NOTICE FROM THE RECORDING SECRETARY – November 2013

### NOMINATING COMMITTEE

The Board of Directors will be selecting a nominating committee at the January board meeting. Any suggestions for this committee should be sent to Linda Taylor by December 15, 2013.

### 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