

NOMINATING COMMITTEE

Approved October 18, 1997

INTRODUCTION

The function of the Nominating Committee is to prepare a slate of nominees to fill those offices where the current officeholders term of office is expiring at the next annual meeting. The President, Vice-president, Secretary, Treasurer and AKC Delegate all have terms of one year. The seven Governors have terms of three years each. Once every three years there will be three Governors terms expiring. This job description is meant to supplement, not supersede, those instructions and procedures in the ABdFC Bylaws Article V., Sections 2 and 3. The Nominating Committee's job is completed when the slate of candidates and their acceptances are submitted to the Secretary.

SELECTION OF THE NOMINATING COMMITTEE

The Nominating Committee is selected by the Board of Governors. It consists of a Chair, two regular members and two alternate members. All must be "members in good standing" and only one may be a current member of the Board of Governors.

The Board Chair accepts nominations for the Nominating Committee at a regular Board meeting prior to May 1 of each year. (Usually the February of April Board meeting) When all nominations have been submitted and there are five or more, the balloting starts. The person with the highest number of votes is the Nominating Committee Chair. If there is a tie for the highest number, there will be a runoff among those tied. The balloting continues as above for the next four slots, Regular #1, Regular #2, Alternate#1, and Alternate #2. If any of the first three selected decline to accept the job for any reason or cannot continue with the work, Alternate #1 will be asked to accept. If there is still an opening, Alternate # 2 will be asked.

COMMUNICATION

Members of the Nominating Committee may communicate with each other in any way which is convenient to themselves when selecting candidates for the slate. This includes telephone, US mail, e-mail, and fax. If any of these types of communication are not available, all members of the committee should be made aware of this fact. Records of the selection process are not to be retained in the Club files.

Once each of the candidates have given their verbal approval to be on the slate, the Nominating Committee Chair shall send them a written offer via US mail, e-mail or fax to each candidate. The written offer must state that their written acceptance must reach the Nominating Committee Chair via US mail, e-mail or fax by June 1. Copies of the offers and the signed acceptances are then sent via US mail to the Secretary before June 10. This act completes the work of the Nominating Committee.

CANDIDATE SELECTION

The new Membership List is not available until March 15. It is not practice to start looking for candidates until each Nominating Committee member has a copy of the new list. The Membership Committee Chair shall have a list of members that would like to serve on the Board. The Secretary and other Board members may know of members wishing to serve. There is no requirement that incumbents whose term is ending must be asked to serve another term.

Persons selected by the Board to be on the Nominating Committee should not be excluded from being on the Nominating Committee's slate of candidates. The Board tries to select those members with a high profile to be on the committee. This is the same requirement needed for those persons wishing to

be one the Board. No more than one individual of the same family or household may serve as an officer or governor.