

**CALIFORNIA STATE FEDERATION EXECUTIVE BOARD  
POLICY NO. 6(F)  
NOMINATING COMMITTEE**

**I Article II, Section 2. (b) and Article III, Section 1. (a), (b), and (c) of the Federation By-Laws** outlines the basic duties of this Committee. Executive Board Guideline No. 6, "Policy for Standing Committees" and these **Policies** provide more detail. The Chair and each Committee member must become thoroughly familiar with these directives.

**II DUTIES & RESPONSIBILITIES (CHAIR)**

- A. Comply with Article III, Section 1. (a), (b), and (c) of the Federation By-Laws.
- B. Provide each Committee member a copy of the experience and qualifications of each candidate for office as soon as possible
- C. Encourage each Committee member to seek qualified members throughout the term of office from all Chapters to fill the Federation offices.
- D. Ensure each Committee Member and announced candidate is familiar with the duties of the germane office involved. A copy of the position descriptions for all offices must be provided to the Committee Members and the pertinent position description provided by the Committee Chair to the announced candidates at the time of receipt of the candidates' announcement letters.
- E. Ensure all committee members meet at on the morning of the day the convention convenes, unless specifically authorized by the CSFC President to arrive and meet a day or earlier. Those so authorized must submit a Report (CSFC Form 15) through the Chair, with a receipt for reimbursement. The code for this expense is 506K under State Convention.
- F. Assign a Committee Member to officiate at each election for District Vice President at the District Caucus Meetings held at the convention. This will include strict ballot control where a position is contested.

**III CANDIDATE NOMINATIONS**

- A. Report to the Convention ALL CANDIDATES for each office who are qualified; i.e., members in good standing.
- B. In accordance with Robert's Rules of Order, the Federation President will declare nominations from the floor to be open so that an orderly election of officers can be conducted the next day as specified in the Convention Order of Business.

**IV CANDIDATE SPEECH TIME LIMIT**

**CALIFORNIA STATE FEDERATION EXECUTIVE BOARD  
POLICY NO. 6(F)  
NOMINATING COMMITTEE**

- A. Allow each candidate, in accordance with CSFC Bylaws Standing Rule 23, three-minute nominating speech and two, two minute seconding speeches.
- B. Each candidate shall be permitted to make one campaign speech limited to four minutes duration.

**V DUTIES & RESPONSIBILITIES (COMMITTEE MEMBERS)**

- A. Seek qualified members throughout the term of office from all Chapters within your District to fill the Federation offices.
- B. Request prospective candidates to file experience and qualification records early in the year to allow a reasonable and appropriate time for evaluation.
- C. Become nominees for Federation Office. To bar them would penalize them by depriving Committee members of the privilege open to all other members, and the Nominating Committee assignment could be used to bar a member from becoming a candidate.
- D. Notify the Federation President, at the earliest possible date, and submit a resignation, if they are not able to attend convention

**VI CONDUCT OF DISTRICT ELECTIONS**

- A. Nominating Committee members should:
  - 1) Introduce himself/herself to the incumbent District Vice President prior to the opening of the District Meeting to explain the election process and the necessity of following procedures to ensure a fair and impartial election.
  - 2) Place the election on the meeting agenda, in coordination with the incumbent and challenger (s). Election shall not be conducted earlier than the posted time of the District meeting,
  - 3) Appoint at least two and not more than three persons who will not be casting a ballot from within the District to serve as members of a Ballot Committee,
  - 4) Assume the duties of Presiding Officer of the caucus for election purposes, and follow a checklist provided by the Nominating Committee Chair, and further shall:
    - a. Explain the election process in detail,
    - b. Conduct a roll call of chapter's Voting Representatives

**CALIFORNIA STATE FEDERATION EXECUTIVE BOARD**  
**POLICY NO. 6(F)**  
**NOMINATING COMMITTEE**

- c. Announce the names of candidates,
  - d. Call for nominations from the floor,
  - e. Appoint a time monitor for the next three steps,
  - f. Allow a three-minute nominating speech for each candidate,
  - g. Allow two two-minute seconding speeches for each candidate,
  - h. Allow a five-minute speech from each candidate.
- 5) If the office is not contested, permit a voice vote by the authorized delegates and declare the election over if the only candidate receives a majority. When there is not a majority vote cast of the present and voting delegates, the election process will continue, nominations will again be called for, and subsequent balloting will be secret as outlined below.
- B. Voting procedures will be conducted in compliance with the following:
- 1) Ballot Committee members will devise a ballot and distribute one ballot to each authorized voting delegate,
  - 2) Time limit of five minutes will be allowed for voting, after which the ballots will be collected and tallied by the Ballot Committee. If no candidate receives a majority of the votes cast, a run-off election shall be held immediately between the two (2) candidates with the greatest number of votes.
  - 3) Ballots and tally sheet will be turned over to the Nominating Committee member, who will announce and congratulate the winner.
  - 4) Tally of votes ***will not*** be announced, ***nor*** revealed at any time. The Nominating Committee member in the presence of the Ballot Committee members shall destroy the ballots and tally sheet.
- C. Nominating Committee member will return control of the meeting to the incumbent District Vice President. The Nominating Committee member will prepare a written report of the election and its results, including the names of the Ballot Committee members, sign it and present it to the Nominating Committee Chair within two hours.

**CALIFORNIA STATE FEDERATION EXECUTIVE BOARD  
POLICY NO. 6(F)  
NOMINATING COMMITTEE**

**DISTRICT ELECTION CHECKLIST - NOMINATING COMMITTEE MEMBER**

**I PRIOR TO THE MEETING**

- A. Introduce yourself to the incumbent District Vice President (DVP.)
- B. Explain your role in the election process.
- C. Discuss and arrange for an agreed upon agenda.
- D. Appoint and brief two (2), not more than three (3) non-voting members to serve as Ballot Committee members. *The election shall not be conducted earlier than the posted time of the District meeting.*
- E. Identify the authorized chapter Voting Delegates and arrange seating accordingly.
- F. Distribute secret ballots (Ballot Committee members).
- G. Appoint an official timekeeper to monitor speeches for time limits.

**II ELECTION PROCESS**

- A. Brief all in attendance regarding the election procedures.
- B. Announce all candidates for office.
- C. Ask for nominations from the floor (three times not required).
  - 1. When office is not contested, a voice vote by authorized delegates is sufficient.
- D. Allow three-minute nominating speech(s) and two-minute seconding speech(s).
- E. Candidates will be allowed a five-minute speech.
- F. Five (5) minutes will be allowed for voting, after which all ballots will be collected and tallied by the Ballot Committee.
- G. Ballots and results will be turned-over to the Nominating Committee member who will announce the winning candidate.

**III POST-ELECTION ACTIVITIES (DO NOT ANNOUNCE THE TALLY OF VOTES)**

- A. Congratulate the winner.
- B. Destroy ballots by those serving as Ballot Committee members in the presence of the Nominating Committee member.
- C. Return control of the meeting to the incumbent District Vice President.
- D. Prepare written report for the Chair, Nominating Committee and include the names of those members who served on the Ballot Committee.