

Nominations Committee Standard Operating Principles (SOP)

Mission: The CPDD Nominations Committee is chaired by the President-elect and is responsible for the nomination of a slate of new members for the Board of Directors (BOD) and for the annual election of the President-elect and Treasurer, as their terms end.

Selection of Nominations Committee

- The Nominations Committee shall consist of nine (9) members as follows:
 - five (5) members of the BOD [four (4) appointed by the President) plus the President-Elect]
 - two (2) Fellows (elected by the Fellows)
 - two (2) Regular Members (elected by the Regular Members and Associate Members)
- The elected members of the Nominations Committee will be chosen at the Business Meeting held at the Annual Meeting in June. Each committee member usually serves a one-year term and the number of members is odd in order to eliminate the potential for tie votes. A call for nominations is issued at the annual Business Meeting and a vote conducted during that meeting to select the four elected members.
- The President-Elect should consult with the President to identify the four BOD members appointed to the Nominating Committee such that the entire committee is constituted by August 1.
- **NOTE:** No member of the Nominations Committee may be a candidate for elected office or Board membership in the year(s) that person serves as a member of the Nominations Committee.

Selection of the Slate

- Guidelines for eligibility for each office are in the CPDD Bylaws.
- The President-Elect will solicit nominations for open positions from members via mail by August 15. Names and qualifications of retiring members shall be sent to members of the College, along with a request for nominations for BOD members, sixty (60) days in advance of the deadline for nominations (October 14). Suggestions of candidates may be submitted to the Nominations Committee by any member of the College.
- There is no formal nominations form and a simple letter of nomination along with the candidate's short biographical sketch, full mailing address, telephone and fax numbers, and e-mail address is requested. More than one member of CPDD may send a letter of nomination for an individual candidate, but single multi-authored letters are preferred. Members should only nominate one candidate for each office, although any member can nominate a candidate for every office and BOD seat available.
- The nominator must ascertain the candidate's willingness to run and to serve, if elected. The term for elected BOD members is four years.
- Solicitation for nominees for the BOD is based on the discipline represented by the member who is ending his/her term on the Board and the Committee will make a strong attempt to assure that there is appropriate diversity on the Board across gender, race, ethnicity and home institution. **The Committee is charged to choose a slate of candidates for replacement of outgoing BOD members such**

that there is no chance that two candidates from the same department in the same institution can be successfully elected in a given year.

- Send received, complete nomination materials to Nominations Committee by October 22. Members of the Nominations Committee send their choices to the Chair by October 30. The Committee Chair tallies the votes and provides this information to committee members.
- Arrange a conference call with Committee Members shortly thereafter (November 4) to discuss and make recommendations for the slate of candidates (see Slate Requirements, below).
- Prior to the conference call, the Chair will request that the members of the Nominations Committee rank order the nominees.
- The Nominations Chair informs the President of CPDD of the Committee's choices, and the Executive Committee must then approve the Committee's decisions. The President of CPDD informs the nominees of their selection to run for either the Board or CPDD Officer positions.

Slate Requirements

- The Nominations Committee shall submit a slate of not more than two candidates for each office to be elected (President-Elect and Treasurer) and not more than three candidates for each open BOD position.
- The Committee will make a strong attempt to assure that there is appropriate diversity on the Board across gender, race, ethnicity and home institution. The Committee is charged to choose a slate of candidates for replacement of outgoing BOD members such that there is no chance that two candidates from the same department in the same institution can be successfully elected in a given year.
- The Chair of the Committee will request a brief statement of vision for the organization and goals from each of the presidential candidates.
- The chosen candidates, their qualifications and a brief vision statement written by presidential candidates, shall be submitted by mail ballot to all Fellows and Regular Members of the College who will elect each officer by majority vote and BOD members by majority vote if there are two nominees and plurality vote if there are three nominees.
- In the event that more than two candidates are nominated for a single office and no candidate receives a majority on the first vote, the two candidates with the largest number of votes will be resubmitted to the Fellows and Regular Members of the College for a run-off election.
- This vote shall be taken in November by mail ballot (as specified in Article II, Section 11).

Timeline (specific dates are provided as a guideline):

- August 1 - Committee Chair consults with President to complete composition of Nominations Committee
- August 15 - solicit nominations from membership [call must allow 60 days for response from College members]
- October 14 - call for nominations closes
- October 22 - send nomination materials to Committee
- October 30 - request ranking of candidates from Committee members
- November 4 - Committee conference call to select slate
- November 10 - the vote shall be taken in November by mail ballot (as specified in Article II, Section 11)