

## **Section 2. Elections and Nominating Committee**

- A. State Officers shall be elected from a slate prepared by the Nominating Committee.
- B. The Nominating Committee, selected by the Board, shall consist of six (6) TOTA members representing at least three (3) different districts and is terminated after the election
- C. The Nominating Committee members shall elect the Chair.
- D. Duties of the Nominating Committee:
  - 1. Seek recommendations from the membership for persons to be considered for nomination to state office.
  - 2. Contact members to seek nominees for all elective state offices to be filled.
  - 3. Determine the eligibility of nominees and secure the written consent of all nominees to run for election and their intention to serve if elected. Write-in candidates must meet the qualifications as stated in these Bylaws to be eligible for any office and provide written consent to serve if elected.
  - 4. Prepare a ballot of candidates with background and position statements for all elective offices to be filled.
  - 5. Arrange for the distribution, receipt, and tally of ballots by impartial, non-member personnel or organization.
  - 6. Notify all candidates of election results prior to reporting such results to the membership.
  - 7. Request the ballots be destroyed/deleted/archived upon completion of an election.
    - a. Election shall be by mail or electronic ballot with a simple majority received from the voting members required to elect a candidate.
    - b. The ballot shall be submitted to voting members of TOTA at least thirty (30) days before the declared deadline for the receipt of ballots.
    - c. The ballot shall state the deadline date. The election shall be closed on this deadline date and ballots received thereafter shall not be counted.
    - d. In the event of a tie vote after recounting the ballots, there shall be a ballot vote by the voting members present at the regular meeting of the membership.
    - e. The election shall be completed by June 30.
    - f. The results shall be announced in the official publications of TOTA and at the next regular meeting of TOTA.

Policy Area: **Election of State Officers**  
Policy: **Duties of the Nominating Committee**  
Approval Date: 2/2/2019  
Prior Policy Date: N/A  
Rescinded: N/A

Policy Number: 3.2  
Effective Date: 2/2/2019

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### **AUTHORIZATION STATEMENT: (corresponding bylaw; vote by the board; or Texas code)**

Bylaw Article VI: State Officers; Section 2

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**PURPOSE:**

To describe duties of the nominating committee.

**POLICY:**

1. The Nominating Committee will adhere to the procedural guidelines and timeline that shall be provided to the Chair at the time of appointment by the Board.
2. The Nominating Committee shall
  - a. announce position vacancies
  - b. communicate with all contacts that nomination does not mean that the individual will be selected as a candidate or included on the final slate (ballot)
  - c. obtain a current curriculum vitae/resume from each nominee
  - d. obtain from each nominee a position statement summarizing qualifications, why the candidate wishes to assume this leadership position and vision for the future of the profession and TOTA
  - e. review CV/resume and position statement for each candidate criteria set forth and verify that all necessary information relative to the nominating process have been received
  - f. review each applicant to determine that each applicant meets the minimum requirements
  - g. select two (2) candidates for each office from the list of nominees

- h. thank in writing or via a virtual method all those who agreed to run for an office
- 3. If a dual slate cannot be obtained, provisions for a write-in candidate must be made, the ballot shall include a space to enter the write-in candidate's name.
- 4. **BALLOT PREPARATION**
  - a. The Nominating Committee shall review/edit a biographical sketch from the information received from each candidate. Biographical sketches may be edited for equal length and include information that will assist the membership in making decisions.
  - b. The biographical sketches along with the ballot shall be submitted to the TOTA office for final duplication.
  - c. The ballots shall be received by the TOTA office staff.
  - d. The Chair of the Nominating Committee is responsible for the oversight of the ballot preparation (correct format, content for correct information and spelling)
  - e. The ballot shall indicate that it is a ballot of TOTA and the name of the district if a district election.
  - f. The ballot shall include the candidates for each office listed in alphabetical order
  - g. The ballot shall indicate the deadline return/submit date
- 5. **BALLOT DISTRIBUTION**
  - a. All ballots must be made available to voting members.
  - b. There shall be a method of verifying that the person returning the ballot is a member of TOTA.
- 6. **COUNTING THE BALLOTS**
  - a. The Nominating Committee Chair shall appoint two (2) tellers to verify the ballots.
  - b. The tellers together shall verify all ballots.
  - c. The tellers shall publish the results of the count to the Nominating Committee Chair.
- 7. **ANNOUNCEMENT OF ELECTION RESULTS**
  - a. The Nominating Committee Chair shall inform the candidates of the outcome of the election and officially announce the election results to the membership.
- 8. Refer to section 9.9 (d) of the bylaws for clarification of when district officers assume their respective positions

**PROCEDURE:**

- 1. Timeline for the nomination process:
  - a. January prior to the election: the President alerts districts that TOTA is accepting nominations for the nominating committee. The District Chair appoints a member from their district to serve on the nominations committee.
  - b. March: The Executive Director contacts committee members and asks that the members select on the members to become the committee chairperson. The chairperson then carries out the duties of the nominations committee.
  - c. April: Nominations begin.
  - d. May 1 – 31: The nominating committee conducts their planning process.
  - e. June 1 – 30: Ballots are available for voting.
  - f. July 1 – 10: The nominating committee verifies results of the election.

By July 15: The nominating committee is terminated/dissolved.

