

NOMINATIONS COMMITTEE GUIDELINES

PURPOSE:

The Nominations Committee is responsible for obtaining a slate of candidates for the election of officers and directors.

COMMITTEE:

A Nominations Committee shall be chosen by the Board of Directors at the first meeting of the Board subsequent to the Annual meeting. The Recording Secretary shall contact each of the appointees electronically or by mail to ask for their acceptances of the appointment. A copy of these Guidelines shall be included with the letter, and acceptances shall be due, in writing, no later than thirty (30) days after the date of the Recording Secretary's letter.

In making the committee appointments, the Board shall look for persons familiar with the functions of BHCA offices and who maintain a current level of interest in the Club so that they are familiar with potential candidates. Further, the Board should be assured that the appointees will carry through the responsibilities of the committee to a timely and thorough conclusion.

The Nominations Committee members shall familiarize themselves with Article V, Section 4, Nominations and Ballots, and Article IV, Section 5, Term of Office, of the By-laws before commencing with their nominations

GENERAL:

The Chairperson of the Committee shall contact the editor of the *Tally-Ho* to have a prominent announcement placed in the November-December issue of *Tally-Ho*. This announcement shall solicit input from the general membership for the Committee's decision-making process. A deadline date as to when this input should be received by the Committee and the appropriate addresses should be included in this announcement.

The Committee shall strive to select the very best people available to stand for election and should strive for balance among the various areas of interest in the sport; i.e., conformation, performance and companion events. The Committee should be certain that their selections have had past experience in club responsibilities such as: service as officer, director, or major committee person in their local all-breed or specialty club; past experience in BHCA responsibilities, etc. If possible, this experience should be diversified and not in just one area of responsibility.

In addition to their selections having the necessary management skills and computer proficiencies, they should also have the dedication to serve to the best of their abilities and represent the entire membership without prejudice in regard to area of interest.

In addition, since Officers and Board Members must be responsible for any personal expenses they may incur, it should be assured that the nominees are willing and able to absorb the cost of these expenses.

It shall be the responsibility of the Recording Secretary to advise the Committee Chairperson of the positions which will need to be filled at the end of the current Club year.

The Committee will obtain written acceptance from all nominees prior to sending its report to the Recording Secretary. Following receipt of acceptance letters, the Committee shall submit its slate of candidates to the Recording Secretary.

The Recording Secretary shall solicit from each candidate, after May 20th, a resume to be provided to him/her no later than August 1st for mailing with the election ballot. If no valid additional nominations by written petition are received by the Recording Secretary at his/her regular address on or before May 20th the Nominations Committee's slate shall be considered to have been elected unanimously and resumes will not be required. In the event that a valid petition is received for any of the current year's positions a resume will be requested only from those candidates competing for a contested position and these resumes will be sent out with the election ballot.

The Nominating Committee shall conduct its business, to the fullest extent possible, by mail, e-mail or fax. However, if necessary, the telephone may be used to finalize the Committee's selections. Any expenses incurred by this Committee, not to exceed \$50, shall be submitted to the Treasurer for reimbursement. Expenses beyond this amount must have Board approval.

After the Committee has concluded its work and has submitted its slate of candidates to the Recording Secretary, it shall also submit to the Recording Secretary a written report containing any recommendations it may have to aid in the future functioning of the Nominating Committee.

Approved 1982
Revised March 1996; October 1997
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