

# **Society for Range Management Nominating Committee Handbook**

Updated April 2003

## **I. Introduction**

The Nominating Committee of the Society for Range Management is responsible for preparing a list of candidates qualified for elective office and for receiving nominations from the SRM membership at large. From the nominees selected by the committee, and delivered to the Executive Vice President, a ballot will be formed for the membership at large to elect the Society's officers. It is essential that the actions of this Committee be careful, fair, judicious, timely, and confidential.

### Definitions:

- Nominees—names submitted to the Nominating Committee by SRM Sections, SRM members, and members of the Nominating Committee
- Candidates—nominees selected by the Nominating Committee and submitted to the EVP to be placed on the ballot

## **II. Structure of the Committee**

The Nominating Committee shall consist of nine members, each serving a three-year term. Committee members are normally selected to represent different geographical areas, thus providing a broad-based geographical representation of the Society membership. Three new Committee members and the Chair shall be appointed each year by the First Vice President. The Chair is appointed annually by the First Vice President for a one-year term.

The Chair of the Committee may appoint sub-committees, but, generally the Committee functions as a single unit in the selection of candidates for Society officers.

## **III. Functions of the Committee**

**Duties and Responsibilities:** Complete all Committee business in a timely manner as prescribed by the Society Bylaws. From nominees submitted by the membership, the Nominating Committee shall select from the Society membership two (2) candidates for Second Vice President and four (4) candidates for Director. This duty of the Committee must be completed and presented to the Executive Vice President prior to the end of the Annual Meeting.

Tasks: The principal annual tasks of the Committee are:

1. Work with the Board of Directors to establish operating guidelines and candidate selection criteria.
2. Suggest potential nominees for the officers.
3. Receive nominations from the membership (Sections, members, Nominating Committee).
4. Verify eligibility of nominees.

5. Interview nominees at the Annual Meeting to assist in the selection process.
6. Rank nominees by poll of Committee members.
7. Report results to the Executive Vice President.
8. Notify all successful candidates and unsuccessful nominees.

#### **IV. Schedule and Timing for Committee Action**

**No later than one month after the annual meeting:** The outgoing Chair will write letters to formally notify both successful candidates and unsuccessful nominees of the nomination results. Congratulate successful candidates and ask them to send to the Executive Vice President a recent head and shoulders photo and a statement (250 words or less) providing the candidates basic philosophy concerning range management and the Society.

**Quarterly:** The Chair, with assistance from the Committee members, will contact Section Presidents to encourage them to be thinking about submitting nominees in the fall for Second Vice President and Board of Directors.

**June 1:** The Chair will start the nomination process by submitting to the Office of the Executive Vice President the announcement regarding nominations to appear in the August and/or September issue of the Trailboss News and/or Rangelands. A complete nomination should include:

- Nominee's full name, address, phone number, and email, and the office for which they are being nominated
- 2-page (maximum) biographical sketch highlighting the nominee's qualifications (including education, employment, professional emphasis, SRM and other activities, and honors, awards, and recognitions)
- 1-page (maximum) statement of why the nominee wants to serve as an officer, including the nominee's answers to the following questions (or other such questions as agreed to by the Committee or directed by the Board of Directors):
  - What do you view as the pressing issues facing SRM?
  - What will be your priorities while in office, if chosen to serve?
  - What new directions(s) do you think SRM should work on?
- A cover letter with:
  - A statement from the nominee consenting to the nomination and asserting his/her willingness to serve
  - Evidence that the nominee's Section, if applicable, has been notified of the nomination
- "Seconding" letters will not be accepted as part of the nomination packet.

Each nomination shall be submitted as a separate packet to the Chair of the Nominating Committee.

**Summer Meeting:** The Committee meets, if necessary, to complete all unfinished business and coordinate on other nomination matters. If needed, the Chair provides a report to the Board of Directors on Committee matters. As needed, the Chair will work with the Board of Directors to establish or revise the operating guidelines and selection criteria for the candidate selection process.

**August-September:** The Chair will follow-up with the Executive Vice President to assure the announcement regarding nominations has been published in the Trailboss News and/or Rangelands.

**August 30:** The Chair will follow-up with Executive Vice President to assure that the biographical sketches of selected candidates have been received for the ballots.

**By Thanksgiving:** The Chair will receive nominations for Second Vice President and Board of Directors from members of the Nominating Committee, SRM Sections, and SRM members.

**December 15:** Chair will be notified of the results of the elections and will contact the unsuccessful candidates to confirm that they want to be considered in the coming year's nomination process and request any updates to their nomination packet.

**Six weeks before the Annual Meeting:** The Chair shall submit to the Executive Vice President the names of nominees received to verify membership status.

**Four weeks before the Annual Meeting:** The Executive Vice President's office provides its findings on eligibility of prospective nominees to the Chair with respect to current membership.

**Three weeks before the Annual Meeting:** The Chair prepares and sends to each Committee member all biographical sketches and affiliated materials for all nominees for Second Vice President and Directors. Committee members are encouraged to pre-rank the nominees and return their ranking to the Chair. Committee members who will not be in attendance at the Committee meeting must send their rankings to the Chair in advance. The Chair also schedules interviews of the nominees to take place during the Committee's meeting at the Annual Meeting.

**At the SRM Annual Meeting:** The Nominating Committee will hold one, and if necessary two, meeting(s) to review the nominees and select those nominees that will be submitted as candidates for Second Vice President and Director positions. During these meetings, the Committee will conduct 15-minute interviews of the nominees in attendance at the Annual Meeting as part of the selection process. If a nominee is not at the Annual Meeting, a written statement can be used instead of the interview. The Chair will ensure that the selections are made in accordance with the Committee's procedures and operating guidelines that have been approved by the Board of Directors.

The Chair will then provide the list of selected candidates to the Executive Vice President prior to the end of the Annual Meeting.