

*Midwest Regional Chapter
Society of Quality Assurance*



CHAPTER PROCEDURE

Title:	Nominating Committee
Date of Approval:	05 May 2011

PURPOSE/SCOPE

This procedure describes the process for conducting elections to provide leadership for the Midwest Regional Chapter of the Society of Quality Assurance (MWSQA) as described in the chapter by-laws.

DEFINITIONS

Board of Directors (BoD): The elected governing body of the MWSQA, which includes the President, Vice-President, Past-President, Secretary, Treasurer and four Directors.

Nominating Committee: Consists of a director and may include at least two MWSQA members-at-large. A BoD member is selected to serve as committee chair by the BoD and at least two members-at-large are selected from a pool of volunteer candidates by the Membership Committee Chair and approved by the BoD.

PROCEDURE

1. The BoD shall appoint and approve a Nominating Committee chair from among the Directors on the Board.
2. The Nominating Committee chair may solicit and select at least two members-at-large to participate in developing a candidate slate for the following calendar year.
3. The BoD shall approve the Nominating Committee members.
4. A draft slate of candidates is prepared based upon the term of the position:
 - Vice-President shall be elected annually from

RESPONSIBILITY

BoD

Nominating
Committee
Director

BoD

Nominating
Committee

Nominating Committee

PROCEDURE

RESPONSIBILITY

members in good standing.	
<ul style="list-style-type: none">• Secretary and Treasurer shall be elected biennially from members in good standing.• Four Chapter Directors shall be elected and serve a term of two years with 2 directors being elected each year. They shall be elected from full or provisional members in good standing.	
5. The Nominating Committee shall seek to nominate at least 2 persons for each elective office to be filled.	Nominating Committee
6. The Nominating Committee shall solicit candidates from among: <ul style="list-style-type: none">• Past officers• Members in good standing• Committee chairpersons and members	Nominating Committee
7. Request a short biography from each candidate	Nominating Committee
8. Present the draft ballot to the BoD for approval	Nominating Committee
9. Approve ballot for elections.	BoD
10. Submit ballot information to SQA Chapter Liaison for electronic ballot creation and distribution <ul style="list-style-type: none">• Include biographies of the candidates• Include an option for a “write-in” candidate for each office.• Include election period	Nominating Committee
11. Ballots should be distributed to all members in good standing in November.	Nominating Committee
12. Count ballots and notify all candidates and in-coming President of the election results in December. <ul style="list-style-type: none">• Verify the availability of newly elected officers to serve on the BoD.	Nominating Committee
13. Review and approve election results before the end of December.	BoD
14. Notify nominees of election results before the end of December.	Nominating Committee

Nominating Committee

PROCEDURE

15. Newly elected officers assume office January 1.

RESPONSIBILITY

BoD

Owner: Nominating Committee Chair