

3-8
NOMINATING COMMITTEE

General Description

Solicits candidates for the SCA Board of Directors and prepares a slate of candidates for offices falling vacant within a given year.

Composition and Terms of Office

The three-member committee is chaired by the immediate Past President.

The procedure for selection of the Nominating Committee members and terms of office are described in the Bylaws. (See Bylaws IV.3, IV.5, IV.6, VI1-3.)

Responsibilities (See also Nomination/Election Calendar, 5-4)

1. Meet as a committee in the fall (if not in person, then via conference calls or e-mail) to discuss responsibilities, procedures and possible candidates.
2. Solicit suggestions of potential candidates from the SCA membership via the fall Newsletter, the SCA website, WestArch listserv, and a nominating form mailed to all members in October or early November (See Exhibit 7-23). Deadline for receipt of nominations is December 1.
3. Consult candidate suggestions received from Society members, along with those suggestions received over the preceding two years, so that three years' suggested names are considered by the committee in preparing the slate of candidates. The outgoing Chair of the Nominating Committee is to pass to the incoming Chair the collected list of names suggested and the various forms (nominating, biographical statement, candidate questions) to be updated each year for the current committee's use. Nominating Committee members may also propose names of candidates, and the SCA Board should also be informally consulted for a list of suggested potential candidates during its fall meeting.
4. Contact potential nominees, explain to them the duties and terms of office for which they are being considered, be prepared to answer questions they may have, and allow adequate time for them to arrive at a firm decision to run. Refer them to 7-24 and the relevant pages in section 3 of the SCA Handbook)

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5. Select candidates considering the following:

- a. Try to ensure that both the northern and southern regions of the state are represented by at least one Board member.
 - b. Solicit candidates from as wide a variety of membership interests as possible, such as large and small institutions, archives and manuscript collections, public and private institutions.
 - c. Confirm membership status of potential candidates with Membership Director. Candidates must be current members.
6. Formulate a question that must be answered by each Board candidate. Candidates' responses to the questions will be forwarded with the ballots to all SCA members. Sample questions to be asked of Board candidates are:

PRESIDENT:

In what direction do you see the Society moving in the next decade?

What role should the Society play on a statewide and national basis?

DIRECTORS:

What are your immediate concerns about the Society, and what projects would you like to see accomplished during your term?

How might we structure the Society to encourage increased member involvement?

TREASURER OR SECRETARY:

What skills do you possess that are particularly applicable to the position of [Treasurer or Secretary]?

7. Send each candidate a biographical form and candidate statement to be completed and returned. (See Exhibit 7-27)
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9. Prepare a slate of candidates and send it, along with the candidate biographies and statements, to the Election Committee by January 31. In preparing the slate, the following points should be kept in mind:

- a. If possible, more than one candidate should be listed for each office.
- b. The office of President should not be listed as an elective position. The Vice-President automatically succeeds the President after one year.

10. Advise the Election Committee to provide blank spaces on the ballot for write-in votes for all offices. (See Exhibit 7-12)

Recommended Nomination Guidelines for SCA Officers and Directors

Two areas of consideration:

- A. Individual participation in professional and SCA activities
- B. SCA needs and representation

A. Individual Participation:

1. Individual member in good standing (no past dues or interruption in membership) for the past three years.
2. Attendance at two of the last three annual meetings.
3. Any combination of three of the following:
 - a. Service on a standing or ad hoc committee for one full year (preferably as chair).
 - b. Service as SCA liaison to an affiliated group (i.e. Society of American Archivists, American Records Management Association, California Historical Records Advisory Board (CHRAB), etc.)
 - c. Monitoring related legislative, task force or preservation oriented actions and reporting to the membership.
 - d. One year as Newsletter editor.
 - e. Local arrangements chair for an annual meeting.
 - f. Local arrangements for a workshop.
 - g. Participation in an annual meeting or workshop as either chair of a session or as a speaker.
 - h. Related published work.
 - i. Service to the profession, through or on behalf of allied professional organizations.

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B. SCA needs and representation (considerations to maintain balance within the Board of Directors)

1. The individual's field of expertise.
2. Regional representation.
3. Size and type of institution or affiliation.

In addition, it would be advisable if the candidates for Vice President previously served on the Board as a Director, Treasurer, or Secretary, or served as chair of a standing committee.

NOMINATI.COM 8/85 rln, 4/90 nlb, 5/91 nlb, 5/93 jab, 6/93 bh, 10/05 jlm 3/06 Board