

PROCEDURES FOR NOMINATING COMMITTEE

Prior to March ~~meeting~~ program, meet with Committee to determine slate, or in the alternative, consider announcing in the Feb. or March newsletter that nominations for all offices will be taken from the floor at the March program. This would probably involve some promotion since it is a departure from ~~the~~ the traditional "do nothing" attitude of the membership (possibly because they have never had to do anything). Nominations could be taken from the floor at both the March and April programs and also possibly by mail. Nevertheless, the Committee may still want to select a slate in case the membership does not nominate people for various offices.

March program. Announce slate, or follow alternative and ask for nominations from the floor for all offices. If slate is announced, still ask for nominations from the floor and announce that nominations will be taken again from the floor at the April program.

April program Nominations again from the floor. Possibly announce slate candidates for any candidateless office. Announce that ballots will be mailed shortly, that members must mail ballots back before May program or that they may bring them to the May program where they will be counted and the results announced.

Right after April program, give candidates notice that they must have their statements in within 4 days. Consider having statements and the ballot ~~sent~~ incorporated into the newsletter. Means more work for the Newsletter editor, but a whole lot easier for the Nominating Committee personnel. Also printing arrangements already made for newsletter so extra expense of duplicating (at least 2500 copies) ballot materials not incurred. Either way, mail ballot materials to membership at least 2 weeks in advance of May program. State on the ballot that it must be returned by the May program or brought to the program. Explain that family memberships get two ballots and that individuals get one. Note: forgot about the envelope for return ballot. Maybe this also could be included in the newsletter, if not, consider not sending an envelope, or use the traditional separate mailing. Society has all rubber stamps for ~~add~~ envelopes. If a separate mailing, nominating committee must procure: Enough large envelopes for mailing to total membership (approx. 1000), same number of small envelopes for return ballot, same number of copies of candidates statements, enough copies of ballot for 1 per individual and 2 per family (this year approx. 2000).

May program Open and count returned ballots plus any received at the program. Announce results.

Nominating Committee 1977

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