## MMC Nominating Committee

Every calendar year, the Minnesota Mineral Club is required to conduct a Board of Directors election. The Club's By-Laws spell out how this is to be done.

By-Laws:
Article Two-Nomination
Section 1. The Nominating Committee shall consist of not less than three (3) and not more than five (5) members, one of whom shall have served on the Board of Directors of this Club.
Section 2. This Committee shall be appointed by the President with the assistance of the Board of Directors no later than June $1^{\text {st }}$ of each year.
Section 3. This Committee shall present one slate of one or more names for each vacant office to the Club at the regular meeting preceding the Annual Meeting. A complete list of the candidates shall be printed in two issues of the Club newsletter prior to the election.
Section 4. Nominations from the floor may be presented with the consent of the nominee at the Annual election meeting. Voting to be by secret ballot on any contested office.

## Notes regarding the By-Laws:

Since the Annual Meeting is in December, the slate of candidates must be presented to the members at the November meeting. Assuming the Club's newsletter is printed and distributed prior to each month's meeting date, the slate of candidates can be printed in both the November and December newsletter issues and this will satisfy the publication requirement.

## Nominating Committee Operating Procedures

The President may choose to select the Nominating Committee (NC) members each year or may choose to delegate the selection of committee members to the Board. In either case, at least one former Board member must be recruited to participate. It may be desirable to recruit several former Board members so that the Nominating Committee consists entirely of former Board members.

Once the NC has been empaneled (prior to June $1^{\text {st }}$ ) its work begins:

- The NC must contact each current Board member to determine whether the Board members plan to continue serving on the Board for another year (assuming they are still eligible). It is also possible that a Board member may wish to serve in a different Board position, and this also must be determined.
- Once the NC understands which Board positions will be open, they need to compile a list of eligible and qualified members to approach. The NC should be given a list of all members who have been with the Club for more than one year (eligible members) and a list of members who are "active participants" in meetings, field trips, the Annual Show and any other Club activities requiring volunteers.
- The NC should use the "active participants" list to target members that they believe are qualified to serve on the Board.
- The NC members can determine amongst themselves which of them should approach which candidates.
- The NC must get commitments, assemble a slate of candidates and report to the Board at the October Board meeting.
- The newsletter Editor must be informed and publish the list in both the November and December RRNs.
- Club members then vote to elect during the December Club meeting.

