**MN STATE ORGANIZATION NOMINATIONS COMMITTEE CHAIR JOB DESCRIPTION**

**Year One of the Biennium**

1. Look through any materials in the file from the previous nominations chair.
2. Add to the file anything you have as the two years go by (reports, names of committee members, notes from contact with members, slate of officers, etc.)
3. Gather your committee members. Try to have one from the metro, and/or Eta in St. Cloud, one from one of the northern chapters (Kappa, Chi, Mu), one from the two southern chapters (Pi, Nu).
4. Conduct a meeting (Zoom would be a great way to do this) with your committee to get permission for contact information to be publish to the membership and outline their job for the next two years (In year one, it may be simply for them to keep an eye and ear out for good possibilities in their interactions with members. Add any other pertinent information that I forgot to mention!
5. Write and submit to the state president a report for the fall executive board meeting in which you introduce yourself and your committee members, giving names, chapters, and any contact information the members are willing to publicize (may be any or all of the following: email, landline, cell, home address). Include the way members can nominate themselves or another for one of the 4 offices and nominations chair, but don’t worry about this too much at this point—it’s very early.
6. Write and submit to the state president a report for the winter executive committee (this is optional—if nothing has changed from the fall, and you have nothing that needs action (a vote), you needn’t make a report—simply tell the state president that you have nothing new).
7. Be sure the nomination form is on the Website and is correct. Edit it or make up a new one with your committee. (This could be a second Zoom meeting.)
8. Write and submit to the state president a report for the spring executive board meeting. Include information about the nominations form and its location. Let members know that you or a committee member can either mail or attach a copy for anyone who asks.

**Year Two of the Biennium**

**This is the crucial year.**

1. Write and submit to the state president a report for the fall executive board meeting (remembering that the chapter presidents may be new to the job) in which you introduce yourself and your committee members, giving names, chapters, and any contact information the members are willing to publicize (may be any or all of the following: email, landline, cell, home address). Include the way members can nominate themselves or another for one of the 4 offices and nominations chair. Basically, include any information from reports from Year One.
2. Ask the committee members to begin the nominee search in earnest. Contact potential nominees by phone call, email, text, messenger—any method is acceptable. Be sure each committee member has a copy of the officers’ and nominations chair’s job descriptions, and can send a copy to their prospective nominee.
3. Submit to the finance committee a report of financial needs (already spent and any projected expenditures) for the committee and its chair for your biennium to aid the finance committee to make up their budget for the next biennium.
4. Write and submit to the state president a report for the winter executive committee. If you have a slate of officers or a partial slate, submit the names at this time.
5. Once you have a complete slate, ask the North Star News editor and the Webmaster to publish the slate to members.
6. Write and submit to the state president a report for the spring executive board meeting which will be held at the convention.
7. At the convention, present the slate of officers. If positions are filled, the president will ask for nominations from the floor three times. Add the names of any floor nominations to the slate of nominees. If positions aren’t filled, the meeting comes to a halt until all positions have a nominee. Read the job description(s) for any positions not filled as needed.
8. Ready your files (electronic or paper) for the next nominations chair.

**The following is the official “stuff.” It may or may not be helpful. I underlined and/or bolded items relevant to MN-DKG and to the Nominations Chair/Committee.**

**From the MN-DKG Bylaws and Standing Rules:**

**ARTICLE VIII — COMMITTEES AND LIAISONS**

**By-Section A. State Committees and Liaisons shall operate in accordance with the International Constitution, Article VIII, and International Standing Rules 8.022 (There is no such SR, must be a typo; I think it should say 8.8. See the next pages of this document for relevant Constitution and ISR information).**

**By-Section B. State standing committees shall be:**

**Society Business**

**Nominations (this should say “e.” but it’s hard to make Word do that when it has a mind of its own!!!)**

***SR-Section C.*** *State Standing Committees and Liaisons Functions*

* 1. *~~The committees/liaisons shall be appointed and~~ function under the direction of the executive board.* ***[Nominations Chair is elected.]***
  2. *By January 1 in* ***year two*** *of the biennium, each committee chair/liaison shall submit to the state finance committee the financial needs of her committee/liaison for the next biennium.*
  3. *Each committee chair/liaison shall submit, thirty (30) days prior to the spring executive board meeting* **[Or when asked]***, a report of activities to the state president.*
  4. *The committee chair/liaison shall be responsible for keeping a permanent record, which may be electronic. She shall pass this record on to her successor.* **[I can’t do this because I wasn’t elected nominations chair; the last one was someone from Mu chapter, so you may wish to contact Michelle, Deb, Libby or Kate to find out her name and see if she has anything to pass on to you.]**
  5. *Committee chairs/liaisons shall communicate relevant information with chapters on a regular basis.*

**By-Section E. General procedures.**

**Committee chairs/liaisons shall be appointed by the president, and the committee chairs recruit committee members. The finance committee members shall be approved by the state executive board.**

**The president shall be an ex-officio member of all committees, except the nominations committee.**

**Committee meetings shall be held with notification to the president.**

**If a committee’s work requires immediate action, a timeline for accomplishing steps for the work shall be established by the state president, executive committee, or executive board, in conjunction with the committee chair.**

**If reports of work accomplished is requested by Society Headquarters, the reports shall be prepared on forms supplied by Society Headquarters. [I don’t think they ask, but they may ask for a list of new officers for their records—however, I believe the president takes care of that—I’ll find out for sure.]**

1. **The nominations committee responsibilities are outlined in the International Constitution Article VIII, Section B 8. The nominations committee presents the slate of officers to the state executive board and the general assembly at the state conventions.**

**From International’s Constitution:**

**Article VIII Committees**

Section A. Committee Structure

1. International a. Standing committees

(1) Society Business

Nominations

* 1. Elected committees

(1) The following international committees shall be elected at the international convention by the state organization presidents: Finance Nominations**. [MN-DKG follows this at the state level: The Nominations Committee Chair is elected at the state convention.]**

* 1. Nominations Committee - elected

b. Duties

(1) The Nominations Committee shall solicit nominations for the positions to be filled**. [At the state level, those positions are state president, 1st vice president, 2nd vice president, secretary, nominations chair.]**

(2) The Nominations Committee shall present in election years the report of nominees for publication no later than the January/ February issue of the DKG NEWS and published on the Society website. **[There’s more here, but it doesn’t pertain to us, so I deleted it. It would be lovely if the slate of candidates could be in the Winter issue of the North Star News, but when I, and then Ann, was president, we sent out special convention editions for amendments and nominees, and probably some other issues, too, so Kathy, Ann, and I wrote that into the bylaws/SRs (I think).]**

(3) The committee shall present its report of nominees for elective positions of the Society to the international convention. Nominations may be made from the floor. Regional and area nominations must be made by members from the region or area involved. **[You will present the slate of officers for approval by the executive board and then the general membership votes. The president takes care of asking for nominations from the floor, but if there are any, you would need to write them onto the page, and the secretary will need to add them to the minutes.]**

(5) The committee shall follow the eligibility, qualifications, and guidelines for selecting nominees. [SR 8.82]

**From International’s Standing Rules**

**8.8 International Nominations Committee**

**8.81 Nominations from the floor**

b. Following the report of the Nominations Committee to the convention, the president shall call for nominations from the floor for each elected position.

c. Any member who is registered and in attendance may make a nomination from the floor subsequent to the report of the Nominations Committee.

e. There shall be no nomination or seconding speeches.

**8.82 Eligibility, Qualifications, and Guidelines for International Nominations [I wouldn’t worry too much about qualifications as listed below. This wouldn’t apply to the state.]**

a. The name of a member may be submitted for nomination for any international elective position by an individual member, a chapter, or a state organization. Permission of that member must be secured before she is recommended for nomination. The responsibility for chapter-supported ~~or state organization-supported~~ recommendations rests with the ~~respective~~ executive board~~s~~.

b. An official application form must be completed for each applicant. ~~If a member is applying for more than one position, a separate application form must be completed for each position.~~ **[You can design a form, if you’d like, or edit the one that should be on the website (not sure if it’s there or not).]**

~~c. A member of the Nominations Committee shall complete her term before she may be considered by the Nominations Committee for another international elective position.~~

~~d. A member serving in an international position, other than on the Nominations Committee, may be nominated to another elective position in the final year of her term of office.~~

e. Geographic location should be considered in the selection of international officers and members for boards and committees. **[It *is* a good idea to try to find nominees from different areas of the state, however, as we continue to shrink, it may not be possible.] [The remainder of this is not necessary but is interesting to read if anyone would be interested in an International office!]**

~~f. Qualifications for international nominees All nominees for international positions shall be able to communicate in English, shall have time for Society work and shall have participated in at least one (1) international convention and/or international conference. She shall have organizational ability, experience, and be computer literate.~~

~~(1) It is recommended that the president has served as a state organization president, has international committee experience, and has served on the Administrative Board.~~

~~(2) It is recommended that the vice-presidents have served as state organization presidents and have international committee experience.~~

~~(3) It is recommended that the regional directors have served as state organization presidents, know their regions and are able to represent the state organizations therein, and have served on an international committee.~~

~~(4) The area representatives shall hold membership as residents of the areas being represented. It is recommended that they have served as state organization presidents, know their areas, and are able to represent the member countries therein.~~

~~(5) The members-at-large shall have international committee experience.~~

~~(6) Members of elected committees and trustees of The Delta Kappa Gamma Educational Foundation shall have some chapter and state organization experience in the areas for which they are nominated.~~

~~(7) Trustees of The Delta Kappa Gamma Educational Foundation should have state organization leadership experience, be computer literate, and be prepared to administer the financial, marketing, fund raising and legal issues associated with the foundation.~~

~~g. Guidelines for the submission of applications to the Nominations Committee~~

~~(1) An official application form must be completed for each person applying, with careful attention given to the following points: ISR-14 The Delta Kappa Gamma Society International~~

~~(a) The office for which the person is applying shall be stated.~~

~~(b) The applicant shall be qualified for the work of the position.~~

~~(c) The member’s Society experience shall be accurately stated, including specific positions and dates served.~~

~~(d) Evidence of the member’s leadership and personal qualities fitting her for the position shall be shown.~~

~~(e) The application form shall be sent to the chair of the Nominations Committee with a postmark or the date of the electronically submitted form no later than September 15.~~

~~(f) The name of the person submitting the application shall be clearly indicated in the space provided.~~

~~(2) Endorsement forms supporting the official applications are acceptable and helpful only if they provide pertinent additional information and are submitted on official endorsement forms with a postmark or the date of the electronically submitted form no later than September 15.~~

~~(3) The committee reserves the right to place a name in nomination for a position other than that stated on the application.~~