

NOMINATING OFFICER

OFFICE RESPONSIBILITIES

- Via electronic mail, request nominations from the membership of NCCCLA for the offices of Vice President/President-Elect (every year), Secretary (every year), and Treasurer (every third year).
- Conduct an election via electronic survey to fill required offices.
- Participate as a voting member on the Executive Board.
- For reference, maintain documentation that might be useful to a successor.
- Perform any tasks assigned by the President.

NOMINATION/VOTING PROCEDURES

- At least three months prior to the annual conference:
 - Obtain from the Membership Chair a current list of NCCCLA members.
 - Via electronic mail, send a request to the membership to submit nominations for the offices of Vice President/President-Elect, Secretary, and Treasurer (nominations for Treasurer are required only every third Association year). Indicate a specific deadline for submitting nominations of at least two weeks.
 - At the conclusion of the nomination period, tally all nominations. Those nominees receiving the most submissions are officially placed in nomination (this is at least two nominees per office, if possible).
 - Obtain consent of all nominees.
 - Send a biographical information form to each nominee for completion.
- At least six weeks prior to the annual conference:
 - Submit the names of candidates for each office to the Executive Board.
- At least four weeks prior to the annual conference:
 - Via electronic mail, send biographical information on each candidate and an electronic survey link to the membership. Indicate a specific deadline for voting of at least two weeks.
 - At the conclusion of the voting period, tally all votes and notify the current President and Executive Board of the results. Notify the winning candidates prior to the annual conference. The new officers are installed during the annual conference business session.

LENGTH OF TERM

Once appointed by the President, the Nominating Officer will remain in office until a successor is appointed.