Pikes Peak Weavers Guild Nominating Committee Duties Description

It is prudent for the members of the nominating committee to contact one another in February to decide how to allocate the various tasks of the committee. The committee has traditionally consisted of 2 members.

It is helpful to know the following:
• There are no official term limits for officers set forth in the Bylaws. It has been customary that the office of President and 1st Vice President are not held for longer than 2 one year terms.
• The Board of Directors consists of the Officers, the past President and two members at large. The Board must be no fewer than 7 nor more than 25 members.
• There is no provision or intent for any officer to automatically move from one position to another.
• Any two or more offices can be held by the same person, except for the offices of President and Recording Secretary. These two offices must be held by separate people.
• The President sits as an ex-officio member on all standing committees except the nominating committee. The nominating committee is responsible for finding one person who is able and willing to serve in each position, thus ensuring that all positions will be filled. Additional candidates may be nominated for a specific position from the floor in April, their names put on the ballot, and the election will occur in May.

All nominees for office and standing committee chairs must be current members of PPWG, and must not be a sitting Board member of another similar regional organization (such as other weaving, spinning, dyeing, fiberarts, crafts, etc), at the time of nomination nor have a vested interest in another regional organization. National board membership is fine as we do not directly compete for resources, memberships, speakers, donors, etc. so conflict of interest is avoided.

Current process:
• Poll the current officers to determine who may be willing to continue for another year. Determine which officer positions will be vacant. Generate a list of members who possess the necessary qualifications to fill those roles as defined by the current job descriptions on file with the guild. Generate 2 names for the 2 members at large.
• Agree on one name per office, and 2 members at large as the slate to be presented to the membership at the April meeting. Contact each person to ensure they are willing and able to accept the nomination.
• Poll the current standing committee chairs to see if they are willing to continue in those roles.
• List who is willing to continue and list which chair positions will become vacant.
• Generate a list from the membership directory of people to contact to ask if they are willing to fill a vacant chair position. Contact members until all vacant positions are filled.
• Announce the slate at the April meeting. At this time, the President will call for nominations from the floor. If there are nominations from the floor, prepare a ballot and plan an election process. If there are no nominations from the floor, the slate may be approved at the May meeting by a vote of acclamation.
• Provide the President with a list of who shall fill the standing committee roles.
• If there is a ballot for the May meeting, prior to the May meeting, request from the membership secretary the list of members whose dues were paid prior to January 1. For purposes of voting for officers and members at large, dues must have been received before January 1 of the current year.
• Bring the ballots and ballot box to the May meeting if there is to be an election.
• At the May meeting the nominating committee reads the slate and moves the slate be

accepted by a vote of acclimation. Or, if names were added for any office at the April meeting, all names on the final ballot are read, and the election process begun.

The paper ballots are circulated; all voters' names are checked against the list of eligible voters before their ballot is accepted; the votes are tallied by the nominating committee plus one other PPWG member; and the officers are announced and installed.

(updated 25 January 2013)