

# DCMGA Board of Directors Nominating Committee Procedures

## Process Owner:

DCMGA President

## Stakeholders:

CEA-Hort, DCMGA Board of Directors

## Objective:

To provide the DCMGA membership with a Board of Directors (BoD) nominee slate for the upcoming calendar year. The proposed slate of directors will be presented to the membership no later than the October General Meeting and will be voted upon by the membership at the November General Meeting.

## Overview:

The President will solicit a varied group of members to serve on the Nominating Committee (NC). The President will also solicit BoD nominees from the DCMGA membership for the NC's consideration.

## Definitions:

None.

## Responsibilities:

The CEA-Hort has final approval authority for the slate of proposed candidates.

The NC Chairperson (NCC) will lead the meetings, determine the need for additional meetings, and bring the approved slate of nominations to the CEA-Hort.

## Procedure:

### May

The President will identify and solicit NC members, including a Chair, from the DCMGA general membership.

The NC will consist of no less than five members. Committee members may not currently hold a position on the DCMGA BoD. [Note: Every effort will be made to select individuals who widely represent the membership; current Interns may serve on the Committee.]

The NCC will confirm which current and eligible DCMGA BoD members desire to continue in their current position the following year.

## June

- Inaugural NC Meeting
  - The President will secure a date and place for the committee to meet for the first time.
  - The President and Vice President—Projects (VP—Projects) will meet with the NC with the following agenda:
    - Offer introductions of the Nominating Committee members.
    - Submit a list of all positions on the BoD that are voted upon by the DCMGA membership and a copy of the Bylaws/Handbook, which references the responsibilities of each DCMGA BoD member.
    - Review the guidelines regarding the committee’s process for compiling the list of BoD nominees.
    - Review how to record service (*VMS Line Item: Administration*).
  - Upon completion of the above agenda, the President and VP-Projects will exit the meeting.
  - Led by the NCC, the NC will then determine its process for securing a slate of officers to present to the CEA-Hort. If additional meetings are required, the NCC will set the meeting and secure a meeting room; however, if further communication and work can be completed by phone or videoconference, they may complete their duties virtually.
- Nominee Solicitations
  - NC notifies membership that nominations are open and provides information about BoD positions as well as the current slate.
    - Member Nominations
      - Those nominating a candidate must submit the following information to the NCC or a NC member (*a web-based submission form is recommended*):
        - Nominee Name
        - Verification of Nominee Consent
        - Reason(s) for Nomination
      - Member nominations are due by July 31st, two weeks prior to the CEA-Hort presentation deadline. (*Note: Nomination deadlines are not defined in the ByLaws or Member Handbook.*)
      - NC members may be nominated or considered for office.
      - At least one individual per position is required.

## August

NCC submits the proposed slate by August 15th to the CEA-Hort for consideration and approval.

## September

NCC presents the CEA-Hort-approved slate to the BoD as a courtesy (BoD approval is not needed).

Upon approval of the slate of nominated officers, the NCC will request a brief biography from each of the nominees, which will then be presented to the DCMGA membership at the October General Meeting and via other communication avenues as appropriate. *(Note: a JotForm is recommended for this process.)*

## October

The approved slate is presented to the membership by the NCC at the October General Meeting and via other communication avenues as appropriate.

## November

At the November General Meeting, the DCMGA membership, in accordance with the ByLaws, will vote to approve the slate of officers. *(Note: nominations will not be accepted from the floor, as nominations deadline has expired, and the CEA-Hort has already approved the proposed slate.)*

Upon completion of the membership election, the NC's work is concluded.

A post-action review is recommended.

## **Records:**

Slate of proposed candidates.

## **Revision:**

Date Control. (DCMGA BoD approval date to be noted in the document footer.)