

## **NOMINATIONS AND ELECTIONS COMMITTEE JOB DESCRIPTION/RESPONSIBILITIES**

**The Chair of the Nominations and Elections Committee is appointed by the current President and serves for a one-year term, which is Annual Meeting to Annual Meeting.**

The Nominations and Elections Committee shall consist of not less than three (3) Association members who are not members of the Board of Directors.

A call for nominations is made in the beginning of the year, via the newsletter *Behind the Bench*, the deadline being May. The Chair should be aware of the eligibility requirements set forth in the Bylaws, Article 3.4, after securing the publication in the newsletter.

If no nominations are obtained for a specific office, the Chair and Committee Members should contact eligible members to see if they would be willing to run for a specific office, preferably by phone so that they can answer any questions a member may have.

The Nominations and Elections Committee shall prepare a ballot and distribute to each member present and eligible to vote at the Annual Meeting. Each member shall vote for one candidate for each office, but may vote for only the Circuit Representative from the Circuit in which the member is employed.

Members not able to attend the Annual Meeting shall be allowed to vote by absentee ballot. Said absentee ballots shall be postmarked two weeks prior to the first day of the Annual Meeting. Ballots and instructions should be mailed to all members (a current list of members is available from the "Membership Chair") three weeks prior to the postmarked deadline. Any absentee ballot not meeting the postmark requirement shall be declared an illegal vote and shall not be counted. The Chair takes the absentee ballots, still sealed, to the Annual Meeting. They are counted at the time of the election. The Parliamentarian presides over the counting of ballots.

In the event of a tie vote or a lack of a majority vote in an office, a runoff election shall be held, and a majority of the members present shall elect. Only the two candidates receiving the most votes will be considered in any runoff. (See Article 3.8).

The counted ballots shall be retained by the Nominations and Elections Committee for a period of 60 days, after which time they may be destroyed. The term of the newly-elected officers shall commence at the close of the Annual Meeting of this Association. (See Article 3.9).

The Committee Chair shall prepare an article for the July issue of the ABA newsletter, *Behind the Bench*, listing each candidate for office and a biography of each candidate.

The Committee Chair shall prepare an annual report recapping the activity of the Committee over the past year and submit it to the President and Chair of the Long Range Planning Committee. The report is due two weeks prior to the Annual Meeting.

**Budget Submission and Financial Responsibilities:**

All Committee Chairs will prepare a proposed budget for the following year at least 60 days prior to the Annual Meeting and submit it to the Finance Committee. Care should be taken to include any projected budgetary requirements for projects that are in process that will be completed in the term of the subsequent Chair of the Committee. The Committee Chairs should consult with the Finance Committee and the President-Elect to ascertain any projects anticipated in the coming year that would require any unusual expenditures for a particular Committee, and the President-Elect's input should be sought as to approval of the Conference Planning Committee and Site Selection Committee budgets. The Committee Chairs should also compare their Committee's actual expenditures for the past year with the amount that had been budgeted for that particular Committee so that adjustments can be made for the next year's budget. The proposed budget for the Nominations and Elections Committee for 2009 is \$150 (mailing of ballots).