



## DNA NOMINATIONS COMMITTEE

[Two-year term]

**SUMMARY:** There shall be two members from each of the three counties, New Castle, Kent, and Sussex Counties, represented on the committee. Nominating Committee members will be expected to fulfill responsibilities and participate in activities as identified below, but not limited to:

### **SPECIFIC RESPONSIBILITIES**

The following are the responsibilities of the Nominating Committee.

1. Request names of nominees for elective offices. Solicit additional names if submission of candidates is low.
2. Prepare a slate of candidates of at least two nominations, whenever possible for office and those not selected as candidates of the status of their nomination for the slate.
3. The Committee on Nominations will consider the qualifications of all candidates proposed by DNA members or by members of the committee.
4. Present the slate of nominees to the membership.
5. Implement the policies and procedures for nominations and elections as established by the Board of Directors, recommend changes of nominations and elections policy and process to the Board.
6. Evaluates position at completion of term.

### **COMPOSITION**

The Nominating Committee shall consist of six (6) members elected by secret ballot for a two-year term; three (3) members (one from each county) on the odd years; three (3) members (one from each county) on the even years.

### **QUALIFICATIONS**

Members of the committee shall be elected by secret ballot. Each member must be a Full Member of DNA and may not concurrently serve as an officer or director of another organization if such participation might result in a conflict of interest with DNA. A minimum of one-year of membership in the DNA is required.

### **TERM OF OFFICE**

The Chairperson and members of the Nominating Committee shall serve a two-year term. The nominee receiving the highest number of votes in the Fall of odd-years<sup>1</sup> shall become the Chairperson.

No member of a standing committee may serve more that two (2) consecutive terms on any one standing committee.<sup>2</sup>

### **VACANCY**

If a vacancy occurs in the Committee on Nominations, the nominee for that position who received the next highest vote will get appointed.

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<sup>1</sup> DNA bylaws-Article VII, Section 3

<sup>2</sup> DNA bylaws-Article VII, Section 5

If there are no nominees available, the board will appoint a DNA member to serve the un-expired term.

**TIME COMMITMENT**

The following is an estimate of time spent in fulfilling the duties of Chairperson:

1. Solicits members for participation on the Board and for suggestion of those members who may be interested in an elected position.
2. Calls and attends meetings as needed. Conference calls and emails may take the place of face-to-face meetings.
3. Attends DNA Membership Meetings at the Fall and Spring Conferences.
4. Attends DNA Board Meetings as called by President with a minimum of four meetings a year.
5. Submits quarterly news article to be included in the *DNA Reporter*.

The following is an estimate of time spent in fulfilling the duties of committee member:

1. Solicits members for participation on the Board and for suggestion of those members who may be interested in an elected position.
2. Attends meetings as called by the Nominating Chairperson. Conference calls and emails may take the place of face-to-face meetings.