

Operational Guideline 2: Selecting Candidates for President-Elect, Nominating Committee and Cabinet

Purpose

The PNSO Bylaws state that The Nominating “Committee shall solicit nominations and prepare a ballot with qualified candidates for the office of President-elect and Nominating Committee.” Additionally, “The Committee shall solicit and prepare a list of potential Cabinet members and shall submit these recommendations to the incoming Executive Committee.”

Principles

The Nominating Committee is dedicated to identifying qualified candidates for PNSO office, to applying fair and consistent guidelines in selecting candidates and conducting the campaign and election process.

Process

- At the discretion of the Nominating Committee Chair, meetings of the committee will begin in early summer. At that time, timelines and committee role delineation will be determined.
- A variety of communication methods will be utilized to advertise the “Call for Nominations,” including flyers, email and direct individual contacts.
- The nominating Committee will entertain nominations received from PNSO and will actively search for additional nominees for consideration.
- Nominees must meet the published criteria for candidacy as defined in the Bylaws, Article IV Section 3(4).
- Nominees for President-elect and Nominating Committee will be asked to file an [application](#) with the Nominating Committee (attachment #1) delineating the candidate’s qualifications and interest in serving. Nominations will also be accepted for consideration of service as a Cabinet member.
- A formal letter confirming candidacy, or indicating non-selection of the nominee for the ballot, will be sent to each nominee by the Nominating Committee chair prior to publication of the ballot, no later than September 15.
- If no qualified candidates have been nominated by August 15, the Nominating Committee Chair will ask to meet with the Executive Committee to determine a course of action.
- Nominations will be closed on September 1. The Nominating Committee will review the applications, and the slate of candidates will be posted on or before September 15 on the PNSO website followed by communication via e-mail, candidate forums and posters, etc.
- By November 15th, the Nominating Committee will submit a list of proposed Cabinet members to the Executive Committee; these recommendations will be considered in the final appointment of Cabinet members.
- All newly elected and appointed positions take office January 1 of the year following the election.