

SEARCH COMMITTEE MANUAL
(June 2023)

This manual is to be read in conjunction with the governance manual that lays out the duties of all councils and committees.

SECTION 1: COMPOSITION

- 1.1 The Search Committee shall be composed of seven (7) voting members; six (6) members appointed by the components (none of whom shall be a current member of the BOT). The Immediate Past-President shall serve as chair of the committee (with vote).
- 1.2 With the exception of the Immediate Past-President, the members of the committee shall serve for three years. Each voting member shall have a limit of one additional consecutive term.
- 1.3 During the initial establishment of the committee, voting members shall draw lots for 1-, 2-, and 3-year terms. Those members drawing lots for less than three years may serve two additional successive three-year terms.

SECTION 2: DUTIES

- 2.1 The purpose of the Search Committee is to recruit qualified candidates to submit applications for President-elect, Secretary, at-large BOT positions, Treasurer, Editor and Speaker of the House.
- 2.2 The Search Committee will review candidates to ensure they meet all qualifications for the office, as established by the HOD, and work to create a diverse slate to present to the HOD for voting.
 - 2.2.1 The Search Committee will ensure that no one component has a majority of voting members on the BOT. This means no one component can have more than four (4) voting members.
 - a. Voting members include six (6) component designated trustees, six (6) at-large trustees, Secretary, President-elect, President, and Immediate Past President. (16 total)
- 2.3 It shall review the candidate applications that are submitted after the committee's proposed initial slate is made public. That review shall be completed no later than 14 days prior to the election. After this step, the resulting list of candidates shall be final and cannot be amended by the HOD prior to the election.
 - 2.3.1 To the degree possible a contested election is preferred (meaning at least two candidates for each open position).
 - 2.3.2 After the slate for any position is finalized, if there is only one candidate for a position and that person becomes incapacitated and no longer

qualifies for the position (for example: death, severe illness/injury, arrest/conviction), the search committee will call an emergency meeting to recruit and review additional candidates to present to the HOD before the election.

2.4 At-Large Trustees

- 2.4.1 Nominations for At-Large Trustees are presented by the Search Committee, when needed, to the HOD.
- 2.4.2 The Search Committee makes nominations for the position to the HOD and announces the initial slate to the membership 60 days before the election.
- 2.4.3 Any member may submit the names of additional potential candidates (including self-nominations) to the Search Committee no later than 30 days prior to the election.
- 2.4.4 At 14 days prior to the election, the Search Committee shall announce the final slate including any names that have been submitted and reviewed by the Search Committee after the initial slate was announced and were received by the cut-off date.

2.5 Officers

- 2.5.1 Nominations for voting Officers are presented by the Search Committee, when needed, to the HOD.
- 2.5.2 The Search Committee makes nominations for the position to the HOD and announces the initial slate to the membership 60 days before the election.
- 2.5.3 Any member may submit the names of additional potential candidates (including self-nominations) to the Search Committee no later than 30 days prior to the election.
- 2.5.4 At 14 days prior to the election, the Search Committee shall announce the final slate including any names that have been submitted and reviewed by the Search Committee after the initial slate was announced and were received by the cut-off date.

2.6 Speaker of the House

- 2.6.1 Nominations for Speaker are presented by the Search Committee, when needed to the HOD session immediately before the anticipated vacancy.

- 2.6.2 The Search Committee makes nominations for the position to the HOD and announces the initial slate to the membership 60 days before the election for the Speaker position.
- 2.6.3 Any member may submit the names of additional potential candidates (including self-nominations) to the Search Committee no later than 30 days prior to the election.
- 2.6.4 At 14 days prior to the election, the Search Committee shall announce the final slate including any names that have been submitted and reviewed by the Search Committee after the initial slate was announced and were received by the cut-off date.

2.7 Editor and Treasurer

- 2.7.1 Nominations for Editor and Treasurer are presented by the Search Committee, when needed, to the HOD.
- 2.7.2 The Search Committee makes nominations for the position to the HOD and announces the initial slate to the membership 60 days before the election.
- 2.7.3 Any member may submit the names of additional potential candidates (including self-nominations) to the Search Committee no later than 30 days prior to the election.
- 2.7.4 At 14 days prior to the election, the Search Committee shall announce the final slate including any names that have been submitted and reviewed by the Search Committee after the initial slate was announced and were received by the cut-off date.