

NOMINATING CHAIRPERSON

This Chairperson works with the Nominating Committee to select nominees for the election of Officers, held every other year. The Chairperson and the Committee are responsible for distributing and collecting the Resume form. The Chairperson notifies the nominees, informs the Parliamentarian (who is an ex-officio member of the Nominating Committee), presents the proposed slate in the Presidential Papers and prepares the Installation Ceremony.

Confidentiality: Candidate's information on the Resume is confidential and not discussed outside of the work of the Nominating Committee.

Resume Forms: A sample form is in the Procedure Manual and extra copies are kept in your file box. An electronic fillable form is filled out by members seeking a board position for the first time or by those who are currently serving and wish to remain on the Executive Board.

- **Distribution:** The Resume form [add your name and address] is sent via email. Remind the State Reps to inform their club members about serving on the Executive Board and fill out a Resume form. Include the Nominating Committee's contact information.
- **Mailing:** By **September 1st** - an electronic fillable Resume form is mailed to the Executive Board including the Past Presidents. Include a cover letter thanking them for their service to the NYSOMOTC and to consider running for an office or serve on a committee. Add a statement informing them that if they don't wish to continue in the current position, to let you know.
- Resume Forms should be returned to you by **September 30th**.
- Follow up with an Executive Board member who does not complete a resume, to confirm they will not continue serving in the current position(s)

Eligibility List: For the election year, the Nominating Chairperson works with the Parliamentarian to prepare a list of board members who are eligible for the offices of President and Nominating Chairperson. Use the prior five (5) years (including the current year) of Executive Board Directories, to establish eligibility.

- Candidates for President shall have served on the Executive Board during the current year. As an Officer or Chairperson on the Executive Board in the past five (5) years excluding the current year. (Bylaw Art. VII, Section 2, Letter B)
- A Past President is eligible to run for the office of President as long as they have been an active member on the current Executive Board. To be considered active, they must have attended at least two (2) Executive Board Meetings in the NYSOMOTC current year
- Candidates for Nominating Chairperson shall have served on the Executive Board for the last two years, including the current year. (Bylaws Art. VII, Section 1, Letter A)
- Copies of your report and the Eligibility List are distributed at the Midterm Executive Board Meeting, the Friday Executive Board Meeting and at the Saturday General Meeting of the State Meeting.

Resignation of Officers:

- President: Bylaws Article V Section 4 Vacancies Letter A states: ***In case of a vacancy in the office of President, the Vice President shall serve as President until an election at the Saturday General Meeting is held.***
- **Other Officers** – Bylaws Article V Section 4 Vacancies Letter B states ***Vacancies occurring in any other office shall be filled for the unexpired term by a person elected by a majority vote of the Executive Board.***

- Robert's Rules of Order, Vacancies 47.58 states *"Notice of filling a vacancy in an office (including a vacancy in an executive board or executive committee) must always be given to the members of the body that will elect the person to fill it, unless the bylaws or special rules of order clearly provide otherwise."*

Executive Board Meetings: Attendance is expected to the Midterm Executive Board Meeting, the Friday and Sunday Executive Board Meetings of the State Meeting.

Nominating Committee Work: The Nominating Chairperson provides the Eligibility List to the Committee.

- The Nominating Chairperson should ask eligible individuals to consider a board position and submit a Resume
- The Nominating Committee Members may contact an individual about running for office, with the approval of the Nominating Chairperson.
- The Nominating Committee reviews the requirements for each office, as described in the Bylaws and the Procedure Manual.
- The candidate's prior experience and recommendations should be considered.
- When possible, a double slate is preferred.
- The Nominating Committee Members should concur on the selection of the best qualified candidate(s) for each office.
- The work of the Nominating Committee should be completed by **February 1st**.

Nominations: Shall be accepted from the floor at the Saturday General Meeting.

Parliamentarian: The Nominating Committee's progress should be reported to the Parliamentarian on a regular basis. The Parliamentarian may be asked for assistance and consulted about future nominees, but cannot veto a candidate the Committee has agreed upon.

Notifications: All notifications shall be sent via email.

- The Nominating Chairperson, if considering to run for an elected office, shall immediately present their resignation to the President, the Nominating Committee and the Parliamentarian.
- The Nominating Chairperson shall cease to perform their duties on the Committee.
- An interim Nominating Chairperson shall be selected to finish the term as stated in Bylaws Article V Section 4 Letter B: Vacancies occurring in any other office shall be filled for the unexpired term by a person elected by a majority vote of the Executive Board
- If a Nominating Committee Member decides to run for an elected office, said member shall immediately present their resignation to the Nominating Chairperson, the President and the Parliamentarian. The member shall cease to perform their duties on the Committee. The position remains open for the duration of the term.
- **February 1st** - Request each nominee to send you a brief bio to be included in your newsletter article.
- **By February 14th** - The Nominating Chairperson notifies the President, the Parliamentarian, the Newsletter Editor and the Nominating Committee of the proposed slate. If the slate is not complete, they must be so notified

- **By March 1st** – Notify each nominee of the Nominating Committee's decision, the position they are nominated for and an explanation of the Bylaw requirement for their attendance at the State Meeting. Inform each nominee to prepare a brief introduction to present at the Saturday General Meeting.
- The membership is notified of the official slate in the March/April issue of the Presidential Papers. The article should include the names of the nominees for each office and their bio. If the slate is not complete, the membership should be so notified.
- The official presentation of the slate takes place at the Friday Executive Board and the Saturday General Meetings.

Prep before the State Meeting:

- In an election year, four (4) weeks in advance, contact the State Meeting Chair and confirm the placement of a 6 ft. table in front of the podium.
- Request a wipe-off board to be placed near the head table.
- Check the availability of the silk corsages: President (purple), Vice President (green), Treasurer (white), Rec. Secretary (red) and the Installing Officer (yellow).
- If corsages are purchased, an expense voucher with receipts is submitted to the State Treasurer.
- Check that the installation candles, the matching ribbons and the large white Unity Candle are packed to go.
- The gavel is in the current President's possession.
- Some hotels do not allow the use of lit candles in the building, for safety reasons. Confirm this with the State Meeting Chair.

At the State Meeting:

- **Friday Executive Board Meeting:** Present a report and the Eligibility List. Distribute copies to the Executive Board.
- **Saturday General Meeting:** Present a report and the Eligibility List. Distribute copies to the membership.
- Before the Saturday General Meeting begins, provide each Officer their corresponding corsage to wear during the meeting.
- Prior to the Installation Ceremony, the Outgoing Officers are requested to remove their corsage symbolizing the end of their term.

Installation Ceremony:

- Ask the President-elect to select her Installing Officer.
- Provide the Installing Officer the yellow corsage and the words for the Installation Ceremony.
- Arrange the four (4) corsages, candles and matching ribbons to be attached to the president's gavel.
- Light the Unity candle.
- Request the State Meeting Chair to have the lights dimmed.
- The procedure for the Installation Ceremony follows.

Following the Installation:

- Collect and store items used for the ceremony.
- Provide the incoming President the list of vacant board positions and the members' names who have indicated an interest.
- A copy of the list is provided to the incoming Nominating Chairperson.

After the State Meeting:

- Assign a district to each member of the Nominating Committee Provide them a copy of the Letter of Introduction (sample is in the Procedure Manual)
- **Article for the May/June issue:** Introduce yourself, the Nominating Committee Members and their district assignment.
- **Article for the Jul/Aug issue:** Remind the State Reps to tell their club members about the importance of volunteering in the NYSOMOTC.
- **September 1st:** Mail out the Resume forms to the Executive Board.
- **September 30th:** Resume forms from the Executive Board members due back to you.
- **Article for Sep/Oct issue:** Include the Resume form
- **The Letter of Introduction** is mailed to the Member Clubs' President and State Representative within their respective district by **November 1st.**

Prior to the Midterm Executive Board Meeting:

- Prepare an activity report;
- Work with the Parliamentarian to create the Eligibility List for the office of President and Nominating Chairperson for the election year.
- Keep extra copies of Resume forms on hand.

At the Midterm Executive Board Meeting:

- Confirm the assigned districts and clubs that each Nominating Committee Member is responsible for. The current Member Clubs' Directory is used for the contact information.
- Collect the Executive Board members' Resume forms.
- Remind the Committee members to mail their introduction letter to the clubs' State Representative and President. The letter may be emailed or sent regular mail.
- **Article for the Nov/Dec, Jan/Feb newsletters:** Inform the membership of the Nominating Committee's progress regarding the positions that remain open.
- **February 1st:** The Committee work to be completed. Request a brief bio from each nominee to be emailed to you and to the Newsletter Editor (observe the Editor's deadline.)
- **By February 14th** - Notify the President, the Parliamentarian and the Newsletter Editor of the proposed slate
- **Article for Mar/Apr issue:** Include the proposed slate of officers with a brief bio of each nominee.
- **March 1st:** Send a letter to each nominee to inform and congratulate them of their candidacy for office. Copy the President.

File Box: The Installation materials, correspondence, vouchers, reports, resume forms and the badge are turned over to the incoming Nominating Chairperson or to the Procedure Manual Chair at the end of the term.

NOMINATING COMMITTEE

The Nominating Committee works with the Nominating Chairperson to select the nominees for the election of the Officers, held every other year. They shall answer their mail promptly and assist the Nominating Chair in any way possible.

Confidentiality: Candidate information on the Resume is confidential and not discussed outside of the work of the Nominating Committee.

Nominating Districts: The NYSOMOTC membership is grouped into four (4) districts. The districts may be re-arranged by the Chairperson, based on the current year's Member Clubs' Directory. The Chairperson assigns a district to each Committee Member who has the following duties:

- **November 1st** – send a Letter of Introduction (sample in the manual) to the Member Clubs' President and State Representative within your assigned district. Include your contact information. Inform them that the Committee is seeking volunteers to serve on the Executive Board; include the NYSOMOTC Executive Board Job Descriptions Summary (in the Manual)
- Provide Resume forms when requested.
- By **January 1st** - follow up with the State Reps of clubs within your district and remind them that the Committee is seeking volunteers.
- Report your district's activity to the Nominating Chairperson and forward her any resumes mailed to you.

Guideline for District Assignment: Use the current year's Member Clubs Directory. Below is an example on how districts may be assigned:

NCD #1: WNY MOMs, Greater Rochester MOTC, Westside Suburban MOTC

NCD #2 Chemung Valley MOTC, Multiple Moms Mingle, Southern Tier MOTC

NCD #3 Schenectady MOTC, T&T CNY, POM CNY

NCD #4 MOTC Queens, Nassau Co. POM, MOTC Suffolk

Resume Forms: A sample is in the Procedure Manual. The form is filled by members seeking to serve on the Executive Board for the first time or by those who currently hold a position or have been inactive. An electronic fillable version is an acceptable option.

Executive Board Meetings: Attend the Midterm Executive Board Meeting in October and the Friday and Sunday Executive Board Meetings of the State Meeting.

Nominating Committee Work: Members review the Eligibility List for the office of President and Nominating Chairperson created by the Nominating Chairperson and the Parliamentarian.

- With the approval of the Chair, the Committee members may contact an individual about running for office.
- The Committee reviews the requirements for each Office, as described in the Bylaws and the Procedure Manual.
- The Nominating Committee reviews the requirements for each office, as described in the Bylaws and the Procedure Manual.
- The candidate's prior experience and recommendations should be considered.
- When possible, a double slate is preferred.

- The Nominating Committee Members should concur on the selection of the best qualified candidate(s) for each office.
- The work of the Nominating Committee should be completed by **February 1st**.

Notifications: Should a Committee member decide to run for an elected office, said member shall immediately present her resignation in writing to the Nominating Chairperson, the President and the Parliamentarian.

- They shall cease to perform duties as a Committee member.
- The position remains vacant.
- If a Committee member is unable to complete the rest of their term, the same procedure applies.
- Should there be conflict with the Nominating Chairperson, the Parliamentarian is to be consulted.

Newsletter Articles: Members are not required to submit newsletter articles unless requested to do so by the Nominating Chairperson.

Files: If any resumes are in your possession, these are turned over to the Nominating Chairperson. The badge is returned to the Procedure Manual Chair at the conclusion of the Saturday General Meeting.



New York State Organization of Mothers of Twins Clubs RESUME FORM

CHECK ONE:

- ☐ I am currently serving on the Executive Board or have done so for the immediate past two consecutive years.
- ☐ I have not served on the Executive Board or have been inactive for more than two years.

PLEASE PRINT CLEARLY

DATE: _____

LAST NAME: _____ **FIRST NAME:** _____

ADDRESS: _____

TELEPHONE: _____ **EMAIL:** _____

STATE MEMBER CLUB: _____

CURRENT LOCAL CLUB POSITION: _____

CURRENT NYSOMOTC POSITION(S): _____

WILL YOU BE CONTINUING IN THIS POSITION(S) FOR ANOTHER TERM? _____ YES _____ NO

INDICATE THE POSITION(S) FOR WHICH YOU WISH TO BE CONSIDERED (in Numerical Order):

- | | | |
|-----------------------------------|--|-----------------------------------|
| _____ President** | _____ MS Scholarship Chairperson | _____ Procedure Manual |
| _____ Vice President | _____ MSS Treasurer/Vice Chairperson | _____ Research/Twin Data Registry |
| _____ Recording Secretary | _____ MSS Fundraiser | _____ State Meeting Chairperson |
| _____ Treasurer | _____ MSS Committee Member (5)+(1) Alt | _____ State Meeting Liaison |
| _____ Advisor | _____ Membership Pins | _____ State/National Liaison |
| _____ Parliamentarian | _____ Midterm Meeting | _____ Twin Photo Registry |
| _____ Archivist | _____ Newsletter Contest | _____ Unity Project Coordinator |
| _____ Calligraphy | _____ Newsletter Editor | _____ Ways & Means |
| _____ Chaplain | _____ Nominating Chairperson* | _____ Webmaster |
| _____ Club Scrapbook Page Contest | _____ Nominating Committee (4) | _____ Website Committee |
| _____ Librarian | _____ Photographer | |

** Must have served as an Officer or Chairperson in the past 5 years

* Must have been on the Executive Board for the last 2 years including current year

Briefly state your reasons for wishing to serve on the NYSOMOTC's Executive Board. Include relevant experience in any organization (including Local & National Levels) or paid employment. _____

I, _____, verify that the information entered on this form is correct and that I am a paid member in good standing of my local club listed above for the current year, _____.

Local club Officer's Signature: _____

Title: _____

Date: _____

A NYSOMOTC Officer or the Nominating Chairperson may sign if you have held a position on the NYSOMOTC Executive Board for two (2) years prior to the year you are being considered for. Otherwise, the signature of an Officer from your local club is required.

Signature of NYSOMOTC Officer or Nominating Chairperson: _____

Title: _____

Date: _____

Please return this Resume form to the current NYSOMOTC Nominating Chairperson



New York State Organization of Mothers of Twins Clubs

Date _____

Dear Member Club _____

My name is _____. I am a member of _____

I was elected to the Nominating Committee at the 20____ State Meeting. I am the contact for your club's district. Throughout the year I will be in touch if anyone is interested in an Elected Office or wishes to be appointed to the Executive Board. Resume Forms are provided upon request.

Should you have questions about a position on the NYSOMOTC Executive Board, please contact me at phone number, and email. You may also visit the website at www.nysomotc.org. to view the Procedure Manual. Please contact your State Representative for the password to the Members Only pages.

I look forward to hearing from you or meeting you at the Midterm Executive Board Meeting in October.

Sincerely,

Add your name here

Nominating Committee Member

CC: President
Vice President
Nominating Chairperson
Parliamentarian

Procedures for the Installation Ceremony

The Installation Ceremony is held every other year for the newly elected Officers. This is one of the significant events of the NYSOMOTC State Meeting. The Nominating Chairperson is responsible to oversee the preparations and ensure a smooth flowing ceremony.

Prior to the opening of the Saturday General Meeting: Set up the table for the Installation Ceremony with the white Unity Candle, the corsages, matches for lighting the candle, candles and matching color ribbons in the order of installation:

- ✓ The Treasurer's color is white for honesty and truth;
 - ✓ The Recording Secretary's color is red for vigilance and alertness;
 - ✓ The Vice President's color is green for life and growth;
 - ✓ The President's color is purple for leadership
 - ✓ The Installing Officer's color is yellow
- The current Officers are provided their corresponding corsage to wear during the Saturday General Meeting.

Prior to the Installation Ceremony:

- Ask the incoming President to select the Installing Officer, who reads the words during the ceremony. Provide I.O. their yellow corsage.
- The Outgoing Officers are requested to remove their corsage prior to the Installation Ceremony.
- The Nominating Chairperson works with an assistant during the Installation -
 - ✓ One pins the corsage on each Officer before they light their candle.
 - ✓ One holds the President's gavel as each Officer ties their ribbon on it.

Order of events:

- The Nominating Chairperson lights the white Unity Candle. It is expected that some hotels no longer allow the use of candles in the building due to safety reasons.
- The room lights are dimmed.
- The Parliamentarian reminds the membership to maintain silence and that cell phones be turned off.
- Parliamentarian proceeds to vacate the offices.
- The Installation Officer begins the ceremony readings.
- As each Officer is addressed, they accept their office, the corsage is pinned, they light their candle and tie their ribbon on the gavel.
- Each Officer then moves to the side of the podium.
- After the President is installed, the Photographer takes a group photo.
- The new President is invited to the podium to give her acceptance speech and close the meeting
- Extinguish the light on the Unity Candle.
- Package all materials for safe keeping.