**COLORADO STATE COUNCIL**

**GUIDELINES FOR**

**NOMINATING COMMITTEE**

As a member of the Nominating Committee, you will work with the President-Elect, Chairman of the Committee, to solicit qualified members as candidates to seek office on the Colorado State Council (CSC).

The Nominating Committee shall serve until the State Ballot is complete.

It is the committee’s goal to have several candidates for each office. Most often the office of President-Elect is not challenged, but this is not a given. The office of Corresponding Secretary is appointed by the current President-Elect, it will appear on the ballot with no opposition. A balanced ballot is desired with at least two (2) candidates for each office with the exception of President and Corresponding Secretary. The committee may notify a candidate they have been placed in their second choice.

Nomination forms are available on the Website which can be downloaded, completed, and saved on your computer. Completed forms and photo are to be sent to the Chairman by February 15, either by mail or email.

After receipt of all nomination forms, the Chairman will email copies to each member of the Committee for review. Request the Committee review the forms and approve by initialing the form and returning by March 1.

Keep the President informed of your actions.

The President calls for nominations from the floor at the CSC State Convention. If nominations are to be made from the floor, the President-Elect must be notified two (2) weeks in advance of State Convention. All members nominated from the floor will be recognized at the Friday Night Mixer along with all other candidates.