

**COLORADO STATE COUNCIL**

**NOMINATING COMMITTEE GUIDELINES**

As a member of the Nominating Committee, you will work with the President-Elect/Membership Coordinator, 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/Membership Coordinator is not challenged, but this is not a given.
* A balanced ballot is desired with at least two (2) candidates for each office with the exception of President.
* Each candidate should give both a first and second choice of office.
* If the slate is over-balanced, the Nominating Committee will notify a candidate they have been placed in a second choice.

Nomination forms are available on the CO website. They 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 email or mail.

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.

As a courtesy, send an approved copy of the candidates to the President. Keep the President informed of your actions.

At the CSC State Convention, the President calls for nominations from the floor:

* If nominations are be made from the floor, the President-Elect/Membership Coordinator 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.