

Nominating Committee Chair

1. Organization
 - a. Election procedures
 1. Election of the Nominating Committee Chair occurs annually.
 2. Election is by electronic or mail ballot prior to the Annual Meeting.
 3. Term of office begins January 1 of the year immediately following the election.
 4. Length of office is three years on an alternating basis. The chair of the committee rotates so that the person in their third year term becomes Chair. No committee member shall serve more than one term.
 - b. Eligibility
 1. Candidates must have been members of the Chapter for at least two years preceding the election.
 2. Candidates must be a Physical Therapist, Retired Physical Therapist, or Life Physical Therapist member.
 - c. Responsible: The Nominating Committee is directly responsible to the Executive Committee.
 - d. Vacancy
 1. If unable to complete his/her elected term, the Nominating Committee member shall submit a written resignation to the President.
 2. Dismissal is by action of the Board of Directors.
 3. In the event of a vacancy, the Executive Committee shall appoint a member in good standing to complete the unexpired portion of the term.
2. Operations
 - a. Duties and Responsibilities
 1. Seek candidates for vacant offices (through email blasts, website postings, and other marketing strategies) and ascertain their eligibility and qualifications.
 2. Draft a slate of candidates and present to the Board for their approval.

3. Present the official slate of candidates to the membership.
4. Report the election results at the Annual Meeting of the Chapter.
5. Review voting processes and procedures annually and recommend any necessary changes or updates needed to the Board.

b. Orientation of newly elected Nominating Committee member

1. Orientation of the newly elected Nominating Committee member shall take place between the close of the Annual Meeting where the election was declared and January 1 of the following year, and shall be conducted by the Committee Chair,
2. Each newly elected Nominating Committee member shall receive from the Committee Chair a copy of the policy and procedure manual, all financial records and other materials as deemed necessary for the smooth transition of operations.