

Officer Nomination Committee Operating Paper

Purpose: The purpose of the Civil Service Officer Nomination Committee is to be responsible for accepting and/or the soliciting of nominations for the Officers of the Council. This committee will provide appropriate notification to the Council members in advance of the Council meeting to vote on Council Officers. In addition, the Officer Nomination Committee will be responsible for preparing the official ballot to elect officers, counting the ballots and reporting the results to the Council for the election of Officers.

Committee Operations. All nominations must be submitted on an Officer Candidacy Statement Form. The Officer Nomination Committee will accept all nominations and confirm that the person nominated is willing to serve in the office they have been nominated for. The Officer Candidacy Statement Form will be used to inform the Council members of the slate of officers for election. The Officer Nomination Committee will NOT screen or review nominations. The committee will ensure that each nominee is eligible to be a candidate for the office they are nominated for according to the Council Bylaws. The Committee shall make sure that there is at least one candidate for each Office position.

All nominations are to be considered confidential and candidate information should not be shared or discussed, prior to the deadline for closing the acceptance of nominations and the official notification of the slate of officers to the Council members.

Committee Members: The Officer Nomination Committee shall consist of five (5) members. Members may be current members of the Civil Service Council and/or immediate past members of the Council who have served on the Council within the past year. Committee members may not nominate themselves to serve as an Officer. If a committee member should chose to be a candidate for an office, he/she must resign from the Officer Nomination Committee. A new committee member will be appointed by the President of the Council.

Committee Timeline: This committee shall be established at the meeting seating the newly elected Council Members for the Council year. The Committee shall convene and select a chair. The chair does not have to be a current Council member. The period for accepting nominations will be approximately two weeks.

The Officer Nomination Committee will provide the Council members with the slate of candidates for Council Officers at least two weeks prior to the council meeting at which Officers are elected. Officer Candidacy Statement forms shall be used as part of the official notification of Council members.

Prior to the council meeting in which the election will take place, the Officer Nomination Committee shall prepare the "Official Ballot" to be used to elect Officers. Ballots shall include all nominations for each office and allow for a "write -in" candidate. Candidates will be listed in the order of filing their Officer Candidacy Statement Forms.

Once balloting is complete, the Officer Nomination Committee shall tally the ballots and report the results of the election of officers to the Council. These results will be included in the Council Minutes for that meeting.