Nominations Committee - DRAFT

1. The goal of the Nominations Committee is to select a slate of nominees for open Board and Committee positions that everyone on the Committee can support and that the Board can approve for presentation to the REA membership.

2. The Nominations Committee is chaired by the President and made up of outgoing members of the Board and an at-large member who contributes a perspective from outside the Board on nominees.

3. Additional nominations may be made from the floor of an annual meeting or by electronic notice.

4. At the spring meeting, Board members identify open positions, discuss how to find people to fill these positions, and begin to surface names for open positions.

5. Committee members should solicit names from the membership and from key people outside the committee from underrepresented groups in order to create a broad and deep list of qualified individuals.

6. The Networking Coordinator is often a good person to suggest names for open positions because she has more contact with the membership than most other REA members, and often has a good understanding of potential nominee's skills and availability. You can also request to see the record kept of those who have attended multiple REA meetings. Contact the Executive Secretary for this information.

7. The Chair of the Nominations Committee should set up one or two online meetings for the Nominations Committee, indicating clearly any time zone differences for the members of the committee. Meeting online enables the members of the committee to "hear" each other's voices and concerns in a way that goes beyond an email conversation.

8. The Chair guides the Committee through meetings and email to reach a consensus about nominees for each open position. Voting can also be used to find out which candidates have the most support for each position.

9. The Chair sends the agreed-upon slate of nominees to the REA Board, including a brief explanatory bio of each nominee, and invites comments from Board members. The Committee considers any comments made by the Board and makes any necessary changes to the slate of nominees. If changes are made the slate of nominees is sent again to the Board for further review and comments.

10. Committee Chair contacts the potential nominees, starting with the first-ranked in each position and moving through the list until someone agrees. (The Chair might choose to ask other Committee members or Board members to contact a person with whom they might be particularly persuasive.)

11. Nominees with a brief bio are posted to the REA website for members to review.

12. The slate of nominees is presented at the fall REA Board meeting for formal approval, and then presented to the full membership at the fall Business Meeting for a formal vote of approval of the slate.

13. Suggested timeline:
    - Spring Board meeting: Board discusses open positions, potential nominees, and sources for additional recommendations
    - March: Committee chair convenes the committee via web conference or through email correspondence at intervals sufficient to develop a list of individuals with their credentials for each of the open positions.
    - By March 31: Committee reaches consensus on the ranking of at least four names for each position
    - April 1-15: Proposed draft slate is circulated to Board for approval.
    - April 30: Proposed slate of nominees are contacted.
    - May 1: Slate is posted to website with brief bios of each person.
    - July annual meeting: Board formally approves slate and membership votes
    - September 1: newly elected leaders assume their positions.