

Nominations Committee

Charge

The charge of the Nominations Committee is to identify a slate of qualified candidates for election to the ABGC Board of Directors.

Membership

On an annual basis, the President shall appoint a Nominating Committee consisting of one (1) member of the Board of Directors and four (4) certified members who are not on the Board of Directors. At least four (4) of these five shall not have served on the Nominating Committee during the previous six (6) years, but one (1), who shall serve as chairperson, shall have served on the Nominating Committee within the past three years. The Nominating Committee shall take office immediately upon appointment.

Term

The term will be for approximately 6 months, i.e., one election cycle.

Criteria and Restrictions

All members must be ABGC diplomates in good standing. Members of the Nominations Committee may not be candidates but shall be identified in communications about the election.

Responsibilities

1. Ranking process: committee members will receive all completed applications for interested candidates from the Executive Office (EO). After reviewing the candidates' qualifications, each member independently ranks as follows:
 - 1 = candidates you feel are qualified to run for a board position
 - 2 = unsure of candidate's qualifications/lack first-hand knowledge/someone the committee should discuss
 - 3 = not qualified at this time for a board position

2. Each committee member will send their ranking to the EO and the staff will produce a grid that will be used during a conference call of the committee members. This grid system will allow committee members to identify where there is consensus and where there is need for more discussion.

There is a conference call of committee members which is used to review the compiled rankings and select a ballot. It is important for the committee members to work with the credibility and future of the ABGC in mind. Consequently, this means working as a group to speak openly and honestly and engage in a process that will put forth the most qualified slate of candidates for the ballot. All conversations of the committee are private and unrecorded. Only scheduling issues, the slate of nominees, the final slate of candidates and any recommendations to the board are recorded.

Committee members should feel free to discuss these comments or any process issues with the entire committee via e-mail, however refrain from discussing any specific nominee via e-mail.

3. Once the ballot is chosen, the Committee Chair shall inform the President and ED
4. The Committee Chair contacts all nominated candidates to inform them of the outcome of the process. Following the election, the Chair contacts all individuals who appeared on the ballot to inform them of the results.

5. All tasks and proceedings of the NE Committee are to be undertaken with the highest degree of confidentiality.

Responsibility Timeline

1. At the beginning of each year, the President shall appoint a Nominations Committee.
2. At least two (2) months prior to the annual meeting of the diplomates (i.e., the Annual Business Meeting at the NSGC AEC), the NE Committee shall submit to the EO a slate consisting of two (2) candidates for each position to be filled.
3. An individualized link to the voting software shall be sent to each certified Diplomate from the Executive Office at least one (1) months before the annual meeting of the Diplomates. Electronic ballots are cast and at the close of the election, the EO will report the winning candidates to the Committee Chair and President. The two (2) candidates receiving the highest number of votes shall be elected and shall assume office the following January 1, for a term of five (5) calendar years.

Meeting Schedule

A conference call for the purpose of reviewing the compiled rankings and choosing the final ballot is required. A face-to-face meeting is not expected to be necessary and additional conference calls or e-mail communication can be used to address any other issues that might arise.

Reporting Structure

The Executive Director will work with the Nominations Committee chairperson to facilitate the process of establishing a ballot.

Budget and Required Resources

1. Conference Call
2. Electronic Voting System
3. Postage/Shipping
4. Printing/Copies
5. E-blasts
6. Electronic communications to NSGC including an announcement in *Perspectives*

*Approved on July 22, 2009 by the ABGC Board of Directors
Modified March 2014*