



OPERATING GUIDELINES

NOMINATING COMMITTEE

I. OBJECTIVE

To describe the responsibilities and procedures of the Nominating Committee. The Nominating Committee is responsible for recruiting the slate of candidates for Officer and Director Positions open for election. The Nominating Committee prepares the slate of candidates and sends it to the Board for approval. Once approved, the Committee emails the ballots to SQA for formal voting.

II. GENERAL DUTIES

- A. No formal meetings of the Committee are required: all communication may be conducted by phone or e-mail.
- B. Send a 'Email of Appeal' to the appointed SQA representative to send to the MARSQA membership (Attachment 1) seeking individuals to run for the elected offices.
- C. The Committee will follow the timetable established as reasonably as possible for electing new officers which is:

End of Feb Chair of Nominating Committee approved by Board by this date.

End of Aug SQA will email to the membership a 'Email of Appeal' seeking candidates. Interested candidates will contact the Committee Chair and the template for the BIO will be emailed to them to complete and return (Attachment 2).

End of Sep Response requested within one month of date SQA sends to the members although it is possible that there may be a 'Second Email of Appeal' for candidates (Attachment 3).

Early of Nov Submission of the Slate to the Board President for Board Approval.

President will present the slate via email or during a meeting (face to face when possible) to the Board for approval.

Mid Nov Once the Board approves, The Nominating Chair will send the Ballot and BIOs and an official notice (see Attachment 4 for an example) to SQA

who in turn will send the ballot for voting to the membership. Voting lasts a minimum 30 days.

<u>Mid Dec</u>	Results are communicated to the Board President by SQA.
<u>End of Dec</u>	Results Communicated to Board and to Nominees (either by President or Nominating Chair).
<u>New Year</u>	Election Results Communicated to Membership (either by Past President or newly appointed President).

III. SPECIFIC DUTIES

- A. The Chair of the Nominating Committee will be selected by the Board of Directors from the current membership at least three months prior to the latest date the ballots are to be sent. Neither the Chair nor the other members may currently hold elective office within **MARSQA**.
- B. The Chair of the Nominating Committee will:
 1. Recruit at least two other members of **MARSQA** to serve on the committee.
 2. Determine responsibilities within the Committee.
- C. The members of the Nominating Committee will perform such duties as the chair assigns.

IV. PROCEDURES

- A. Soliciting Nominees.
 1. The Nominating Committee will be informed by the **MARSQA** Board of Directors as to which offices are to be filled.
 2. The Committee will prepare email to all current members of **MARSQA** soliciting nominations for membership by the end of August. This will include:
 - a. Email of appeal (Attachment 1).
 - b. The Committee should thank all those who sent nominations by email and indicate that their suggested nomination will be carefully considered.
- B. Preparing the Slate of Candidates.
 1. Done by 'Email of Appeal' sent out as indicated previously by SQA.

2. The Committee will recommend two nominees per position, where possible. Biographical information (CVs, society activities, etc.) can be helpful in making this decision.
3. Once a nominee has agreed to run for office, the committee will obtain the appropriate biographical information for the ballot using a standard **MARSQA** format. The nominee should be provided with the blank format so he/she can type the information directly onto the form.
4. All candidates' biographies must be received and prepared for submission to the Board by October 30 at the latest.

C. **MARSQA** Board Approval of the Slate of Candidates

1. The Board of Directors must approve the slate of candidates by the first week of November.
2. The Nominating Committee will provide the Board with:
 - a. sample ballot with candidate's names
 - b. candidate's biographies
 - c. information on nominees not selected to run (not interested, too busy, etc.)
3. After the Board approves the ballot, it is a courtesy to send the candidates a thank you email.

D. Ballots sent out via email through SQA

1. Once the **MARSQA** Board has approved the slate of nominees, SQA *will email* the following to all **MARSQA** Members by November 15.
 - a. Instructions on voting
 - b. The ballot
 - c. Candidate's official biographies
2. SQA notifies the *President of MARSQA the results no later than Mid December.*
3. In the event By-Law amendments are to be voted upon, the ballot should include space to approve or disapprove the amendment. An explanation of the approved changes should accompany the ballot.

V. RECORDS

- A. All related records, either hard copy or electronic, shall be provided to the Historical Committee for archiving.

VI. TIME REQUIREMENTS

Approximately 20 hours per Committee Chair.

ATTACHMENT 1 – SAMPLE EMAIL OF APPEAL

Dear MARSQA Members and Research Quality Assurance Professionals,

We are now seeking candidates for the 20XX MARSQA Board of Directors. The MARSQA Board of Directors encourages individuals at all levels of experience to consider running for election. All that is needed is a commitment to participate. Candidates for VP and Secretary or Treasurer must also be members of SQA to qualify for the ballot.

Positions to be filled include the following:

- Vice President - One year term
- Secretary or Treasurer - Two year term
- Director - 2 Positions (Two-year term)

Visit the MARSQA website www.MARSQA.org for the responsibilities and estimated time required for each position. Or if you prefer, you may contact XXX, MARSQA President to discuss these important roles. MARSQA has an experienced group of officers already in place to guide those of you who may be concerned about being new to the Board.

Managers - MARSQA provides training, networking and other professional development opportunities locally and in a cost effective manner to help you develop your staff into seasoned quality assurance professionals. In the past several years, the preponderance of the efforts that keep MARSQA viable and valuable to you and your organization has been contributed by individuals representing only a handful of the companies that MARSQA serves. We are most grateful for those who have volunteered their time and efforts. However, if you or your company are in a position to do more, we urge you to participate directly or by encouraging your staff to run for one of the available elected positions.

If you are a current MARSQA member and would like to put your name on the ballot or you would like to nominate an individual you feel has the leadership skills, ability and interest, please contact XXXXXX at the email or phone number listed below by **Month/ Day/Year**. Be assured that no name will be placed on the ballot without the individual's consent.

Sincerely,

XXXX, MARSQA Nominating Committee Chair

Phone: xxxx

Email: xxxxx

XXXXX, MARSQA President

Phone: xxx

Email: xxxx

ATTACHMENT 2 – SAMPLE CANDIDATE BIOGRAPHY

POSITION:

NAME:

TITLE:

COMPANY:

YEARS IN QA:

CURRENT RESPONSIBILITIES:

PREVIOUS EXPERIENCE:

EDUCATION:

SQA/MARSQA SERVICE:

OTHER QUALIFICATIONS:

**ATTACHMENT 3 – SAMPLE SECOND NOTICE OF APPEAL
FOR MARSQA ELECTION**

MARSQA is still seeking interested candidates for the XXXXXX Elections for the positions of Vice President, Director and Secretary or Treasurer. Please consider volunteering your time to keep this organization viable. You may visit the MARSQA website for the responsibilities and estimated time required for each position. Or if you prefer, you may contact XXXXX, President to discuss these important roles. MARSQA has an experienced group of officers already in place to guide those of you who may be concerned about being new to the Board.

Managers – MARSQA provides training, networking and other professional development opportunities locally and in a cost effective manner to help you develop your staff into seasoned quality assurance professionals. In the past several years, the preponderance of the efforts that keep MARSQA viable and valuable to you and your organization has been contributed by individuals representing only a handful of the companies that MARSQA serves. We are most grateful for those who have volunteered their time and efforts. However, if you or your company are in a position to do more, we urge you to participate directly or by encouraging your staff to run for one of the available elected positions.

The MARSQA Board of Directors encourages individuals at all levels of experience to consider running for election. All that is needed is a commitment to participate.

If you are a current MARSQA member and would like to put your name on the ballot or you would like to nominate an individual you feel has the leadership skills, ability and interest, please contact XXXXX at the email or phone number provided. Rest assured that no name will be placed on the ballot without the individual's consent.

XXXX, MARSQA Nominating Committee Chair

Phone: xxxx

Email: xxxxx

XXXXX, MARSQA President

Phone: xxx

Email: xxxx

ATTACHMENT 4 – SAMPLE ELECTRONIC ELECTIONS EMAIL

Dear Member of the Mid Atlantic Region Society of Quality Assurance (MARSQA):

The Chapter Nominating Committee is again pleased to announce that electronic voting is now available for the Chapters as a service from SQA. You do not have to be a member of SQA to vote, just a member in good standing of the Chapter. This new method of voting utilizes electronic distribution and collection of the votes. This method allows for cost savings (printing and postage) and faster ballot return and vote tallies.

Listed below is your link to the ballot and a unique password to log into the voting system. Once this password has been entered and the ballot submitted, you will no longer be able to log back into the system. This process ensures a single vote per member. The votes are anonymous and cannot be linked to passwords or email addresses.

<Ballot link goes here>

<Password>

Voting will begin on December _____ XXXXXX and all ballots must be submitted by 11:59 pm on January _____ XXXXXX in order to be included in the final count.

Prior to voting please review the attached candidate biographies sent in a separate e-mail. The positions and candidates are listed in alphabetical order below. Please choose one candidate for Secretary and two candidates for Director.

Vice-President: xxxx

Secretary or Treasurer: xxxxx

Choose xxxxx

Director:

xxxxxx

Please note that write-in candidates must be members in good standing with the Chapter and candidates for VP, Secretary and Treasurer must also be members of SQA. Enter the name and the position of the individual below.

Write-In Candidate:

MARSQA Position:

If you have any problems with your ballot, please contact **FILL IN SQA RESPONSIBLE MEMBER NAME AND EMAIL ADDRESS**, OR if you know of a MARSQA member who did not receive the ballot or password for electronic voting, please send an email to xxxxxx at xxxxxxxxxx.com

The Nominating Committee urges you to exercise your privilege to vote.

Sincerely,

Xxxx

MARSQA Nominating Committee Chair