TACRAO Ad Hoc Committee Report

This is a proposal that TACRAO adopt the same process used by SACRAO and AACRAO, where the nominations for leadership and for service on the Nominations committee are solicited directly from the membership, and are not vetted by the TEC prior to the Nominations Committee deliberations. (As TACRAO members, the TEC may, and should nominate people to serve in leadership/nominations committee positions.)

Action Items if proposal is accepted:

❖ Add Nominations Committee to the list of Standing Committees on the TACRAO website.
❖ Develop a nomination form for the membership to use, and post the form to the TACRAO website.
❖ Develop an Activity Form for nominees to complete. Post the form to the TACRAO website.

Transition Plan/Implementation Timeline:
- If the TEC accepts the recommendations, we would present the recommended by-laws changes at least 30 days prior to the annual meeting (work with Joe for exact date and method.)
- Vote to accept by-laws changes taken at the annual meeting in Fort Worth; if passed, they will go into effect in **2019.**
- If passed, be prepared to openly solicit nominations for TACRAO leadership positions, **as well as** the Nominations Committee at the annual meeting.
  o Send nomination reminders to the TACRAO list-serve in mid-December, late January, and mid-February. Include the link to the TACRAO I'm Available/nominations form on the TACRAO website.
  o **2019 Nominations Committee nominations will close March 1, 2019***
  o *For the 2019 Nominations committee ballot only*, the 2018 Nominations committee, who were voted into their positions by the membership, will reconvene, and determine the seven candidates for 2019 Nominations committee ballot.
- Include an article in the Winter Newsletter (written by Nominations Chair or President.)
- As nominations are received, chair sends out the link to the activity form on the TACRAO website. All info requests and photos must be submitted by March 15, 2019 to facilitate preparing the Nominations Committee ballot.
- Prepare Nominations Committee ballot; release to the membership on Monday, **April 1, 2019.* Ballot is to be open for seven (7) days,** per the TACRAO Bylaws.
- The four (4) candidates receiving the largest number of votes shall be elected; the one (of the four) receiving the largest vote total will be Chair-Elect. The Chair-Elect will

assume the role of the Chair in the following year to provide continuity; thus each year, the committee will have five (5) members.

- 2019 Nominations Committee should be announced **May 1, 2019***.

TACRAO Leadership Election:

- Solicit nominations for the TEC at the annual meeting. Push the "I'm Available" form, and the online nomination form. Self nomination is allowed.
- Encourage all active TACRAO members to nominate candidates for leadership positions and to serve on the nominations committee.
- Send out reminder emails to the membership for TEC nominations in mid-April, mid-May. Include an article in the Spring TACRAO Newsletter. (Written by Nominations Chair or President.)

TEC nomination period closes on May 31, 2019*.

- Chair contacts all TEC nominees, asking if they agree to serve if elected, and sending the link to the activity form.   Provide a deadline for submitting the activity sheet and photo.

2019 Nominations Committee

- Shall meet at least two (2) months in advance of the annual meeting for the purpose of deciding the slate of officers, **AND** the candidates to be listed on the 2020 Nominations ballot.

*For this document, all specific dates listed are somewhat negotiable, but should be decided and published in advance of adoption.

2019 Nominations Committee meets, and decides on slate of officer **and** the names that will appear on the 2020 Nominations Committee ballot in the fall of 2019.

Election for TEC candidates AND the Nominations Committee occurs in September.

Results are announced to the membership.

At the annual meeting, new officers are introduced and take office at the end of the business meeting. The 2020 Nominations committee members are introduced. (A photo of the committee should be taken for inclusion in the Newsletter.)

TACRAO Bylaws
Article II - Elections

Section 1. A Nominations Committee shall be elected by the membership of the Association.

a. The election of members to this committee shall be from a pool of seven candidates who are active members of the association. The Nominations Committee will make every reasonable effort to reflect among the candidates the variety of personal and professional characteristics represented in the membership, with consideration given to such factors as position held, areas of expertise, type of institution, geographical balance, and participation in association activities.

b. Candidates' name for the following year's Nominations Committee will appear on the same ballot as used for the new TEC officers, prior to the annual conference. The ballot will be submitted electronically to active members with a valid email address on file with the Secretary. Members will vote for no more than four Nominations Committee candidates, and shall complete their ballot within seven (7) days of receipt.

c. The four candidates receiving the largest number of votes shall be elected; the one (of the four) receiving the largest vote total will be Chair-Elect. In the event that there is a tie in the top vote getters, the Committee Chair will break the tie to determine the Chair-Elect. The Chair-Elect will assume the role of the Chair in the following year to provide continuity; thus each year, the committee will have five members. Except for the Chair-elect, no member shall be eligible to serve again on the Nominations Committee until three years have elapsed from the end of the years' service. This same provision shall apply to the Chair-Elect after serving as Chair. During service on this committee, a member shall not be eligible for nomination to an association office, nor become eligible by resigning from the committee.

d. The Chair shall certify the results to the President who will announce the results to the Executive Committee; the Nominations Committee will then be announced to the membership.

Section 2. The Nominations Committee shall meet at least four (4) months in advance of the annual meeting of TACRAO for the purpose of deciding the slate of officers, and the candidates for the Nominations Committee ballot for the following year; the chair will call this meeting, announce the committee's decisions to the membership.

a. The election will be held electronically from the official membership roster, with those individuals having a valid email address on file with the TACRAO Secretary being eligible

to vote. Individuals must be official, active members to nominate, be nominated or vote.

b. The election will remain open for seven (7) days. The election will be completed in August, prior to the annual meeting.

c. Newly elected officers will be installed at the closing business meeting of the annual conference, and following year's Nominations Committee members will be introduced.

TACRAO Procedures Manual

Nominations

Purpose

To propose a slate of in-coming officers to the Executive Committee and to recommend candidates for the Nominations Committee to the association membership for approval. The election will occur in August, prior to the Annual Business Meeting.

Structure
- Chair
- Chair-Elect
- Three members (elected by the membership)
- Individual receiving the highest number of votes each year serves as Chair-Elect rotating to Chair the following year.

Term of Office
- Chair/Chair-Elect: two years
- Member: one year

Income Generated

No income generated.

Duties and Responsibilities

Chair
- Solicit nominations for available executive offices and Nominations committee ballot from the membership.
- Schedule and preside over the annual committee meeting.
- Report nominations to the Executive Committee.
- Coordinate the election of officers, and the following year's Nominations Committee by setting up the ballot and submitting biographical information about nominees to the electronic voting system administrator for use by the membership.
- Prepare an annual report of committee activities to be presented to the membership at the Annual Business meeting.

Committee
- Encourage nominations for available executive committee offices and the Nominations Committee ballot from the membership.
- Attend annual committee meeting.

- Recommend and confirm a nominee for each available executive office with consideration given to such factors as position held, areas of expertise, type of institution, geographical balance, and participation in association activities.
- Recommend and confirm seven (7) nominees for the following year's Nomination Committee ballot with consideration given to such factors as position held, areas of expertise, types of institution, geographical balance, and participation in association activities.