



The State Employees' Association Of New Hampshire, Inc.

Service Employees International Union, Local 1984, CTW, CLC

DUTIES OF A NOMINATING COMMITTEE

The role of the Nominating Committee is to find the best eligible candidate for each office and to ensure that each position has at least one nominee, including all councilor positions and an appropriate number of alternates. Other criteria to consider include:

- Persons serving on the Nominating Committee can be nominated for office.
- The Committee Chairperson is asked to share the description of responsibilities for each office with the other Committee members as well as all members and non-members eligible to be in the Chapter.
- The Committee should meet to review Self Nomination Forms that have already been received compared to the membership list and recruit additional members that will be the most effective for each seat. Every office should have at least the number of nominees that are eligible to be elected.
- A member of the Committee should then be designated to call each Nominee to confirm a willingness to serve, if elected. If someone is not willing to serve, the Committee needs to meet again and find another candidate. No one should be nominated without consent.
- Once the nominations are final, the Nominating Committee will inform the Association as to whether or not there are any contested seats.
- After following the procedures above,
 - Chapters with no contests send the list of their nominees to the Organization Committee. The Organization Committee will certify the results of the 'no contest' election without a ballot vote.
 - Chapters with contested seats will work with the Association on the balloting process (mail-in ballots, online ballots, or virtual meeting polls) that works best for their membership.