

**Kansas Section
Society for Range Management**

**Guidelines for the
Nominating Committee**

Purpose: Prepare a list of candidates qualified for the elective offices of the section and submit to the Board of Directors a slate of two candidates for each office for vote by the membership. (See Bylaws Article III, Sections 1-6).

Structure: The committee shall be composed of the five (5) most recent past presidents in good standing with the section. The most recent past president shall chair the committee. (See Bylaws Article III, Section 2).

Responsibilities:

1. The committee shall prepare a list of qualified candidates for the elected offices.
2. The committee shall request and receive nomination petitions from the membership as defined in the Bylaws.
3. Submit to the section president for approval a list of two names for each elective office open.

A detailed sequence is attached.

Appropriate Bylaws Sections:

ARTICLE III. Nomination and Election of the Second Vice-President and the Elective Members of the Board of Directors

SECTION 1. The Second Vice-President and Directors shall be elected by the Section membership as herein provided.

SECTION 2. The Nominating Committee shall consist of five (5) most recent past presidents in good standing with the Section. The most recent past president shall serve as the committee chairperson. It shall be the duty of this committee to prepare a list of candidates qualified for the elective office and to receive nominating petitions from the membership at large as provided in Section 3 following. The final list of candidates shall show at least two (2) candidates for each elective office and shall be submitted to the President not later than May 1 for action. The President shall submit the final list to the Board of Directors for approval. Members of the Nominating Committee are not eligible for nomination to any elective office during the year in which they serve on the committee.

SECTION 3. Petitions for the purpose of nominating a person as a prospective candidate for an elective position in the Section shall be made in accordance with the following provisions: (a) each petition shall name but one candidate for any elective office; (b) persons nominated as a prospective candidate must be eligible to hold the elective office for which they are being nominated; (c) each petition shall bear the signature of a member of the Section; (d) such petitions shall be submitted to the chairperson of the Nominating Committee not later than March 1 of each year.

SECTION 4. Proposed candidates nominated by petition, as set forth above, shall be included in the list of all prospective candidates being considered by the Nominating Committee, but their names shall appear on the ballot only if they are finally selected by the Nominating Committee in accordance with the committee's procedures and operating guidelines as approved by the Board of Directors.

SECTION 5. Not later than July 1 the Secretary shall send to all voting members of the Kansas Section a printed ballot showing the names of all candidates approved by the Board of Directors. All ballots shall be returned to the chair of the Elections Committee.

SECTION 6. An Elections Committee, consisting of three to five members, shall be appointed by the President not later than January 1, and it shall be the duty of such committee to receive and count the ballots returned by the membership. All valid ballots received by the Elections Committee on or before July 30 shall be counted and the results of the voting shall be reported to the President by September 15. All ballots shall be retained by the Secretary for a period of one year. The candidate for each elective office receiving the greatest number of votes shall be declared elected. No current candidates for any elective office shall serve on the Elections Committee.

WORKING SEQUENCE

Introduction

The Nominating Committee of the Kansas Section, Society for Range Management is responsible for preparing a list of candidates qualified for elective office and to receive nominations from the membership at large. From the nominees nominated by the committee, the Board of Directors will approve the list; and in turn, the membership at large will elect the officers. It is essential that the actions of this Committee be careful, fair, judicious, timely and confidential.

Structure of the Committee

The Nominating Committee shall consist of the five (5) most recent past presidents in good standing. The most recent past president will serve as the committee chair.

Functions of the Committee

Duties and Responsibilities: The Nominating Committee will select from the Section membership two (2) nominees for Second Vice-President of the Section and four (4) nominees for Director. The work of the Committee must be completed by May 1 to submit the required nominations to the President for approval by the Board of Directors.

Tasks: The principal tasks of the Committee are:

- (1) Suggest potential nominees for the offices.
- (2) Receive nominations.
- (3) Verify eligibility of nominees.
- (4) Rate nominees by poll of committee members.
- (5) Report results to Board of Directors.
- (6) Notify all successful and unsuccessful nominees.

Schedule and Timing for Committee Action

First newsletter issue of the year - Start the nominating process by submitting to the Newsletter Editor an announcement regarding nominations. A complete nomination must include:

- Nominee's full name
- Date and place of birth
- Educational background
- Current and previous work experience
- Society activities (including Section and Chapter)
- Membership and activities in other organizations
- Other information such as publications, travel, and political office
- A cover letter indicating the nominee has consented to the nomination.

February 1 - Chair will contact each committee member and Section President and request nominations.

April 1 - Deadline for complete nominations to be received by the chair.

By May 1 each year - The Nominating Committee will suggest and review the nominees to determine the nominees that will be submitted for the Second Vice-President position and the Director positions. The Chair will then provide to the President the list of recommended nominees. The President will then present these names to the Board of Directors. Upon concurrence by the Board of Directors, the Chair will contact the nominees to ask them to send the Newsletter Editor a recent head and shoulders photo, background information (see nomination requirements above), and a statement of 250 words or less providing the candidate's basic philosophy concerning range management and the Section.