

NOMINATING COMMITTEE

Purpose: To provide a slate of candidates for all Chapter and District offices and delegates to the APTA House of Delegates, and to assist chair with conducting Chapter and District elections.

Members: three (3), i.e., *one member from each district as elected by the Chapter members of each district*. Elected for 2-year term at the Spring Chapter Meeting.

- Central District - odd year
- Northern and Southern Districts - even year

Council of Directors Liaison: Director of Membership

Time Commitment: Attend Chapter and respective District meetings, plus Nominating Committee meetings [1- 2 yearly]. Some activities such as contacting potential candidates & committee meetings may be accomplished by telephone, electronic communication and correspondence. *Per bylaws, Nominating Committee meetings are closed to membership when nominees are being considered.*

Tasks:

1. Identify, contact and network with potential candidates for offices.
2. Provide candidates with job descriptions for the position each is seeking and Consent-to-Serve Forms.
3. Inform candidates regarding the need and deadline for candidate Position Statements.
4. Contact members to ask for recommendations of potential candidates.
5. Assist chair (usually President) at elections as a committee at Chapter meetings (2x annually) following established election procedures.
6. Assist chair (usually Director at Large) at District elections at designated district meetings following established election procedures.
7. Report to the membership at the Spring Chapter Meeting the number of members contacted to run for each office, and the number who consented to run.
8. With assistance of staff, maintain accurate calendar of positions to be elected.
9. Refer to APTAnj Bylaws- Article VI. Meetings and Article XI. Elections.

Committee Chair Duties [APTAnj Standing Rules- VI,B,3-4]:

1. Make an annual written report* to the Chapter and the Council of Directors.
 2. Submit an Action Plan and corresponding budget request for the upcoming year by October 1.
- * Per APTAnj Policies -C.3 NOMINATING COMMITTEE REPORTS, *report to include, but is not limited to:*
1. The specific activities performed by the committee to secure a complete ballot of candidates
 2. A tally of the number of people approached by nominating committee to consider a possible candidacy. This tally should identify the number of people contacted for each office.
 3. Citation of the reasons given why people choose not to run for office.

Qualifications for Nominating Committee Members [APTAnj Bylaws- Article VIII. Committees, Section 2: Nominating Committee]:

- A. Physical Therapist, Retired Physical Therapist and Life Physical Therapist members who have been Chapter members for the two years preceding the election will be eligible to serve on the Nominating committee.
- B. The Nominating committee shall consist of three (3) members. Two are to be elected in the even numbered years (Northern & Southern District) and one is to be elected in the odd numbered years (Central District) at the annual Spring Meeting.
- C. No member shall serve more than two consecutive terms.
- D. The Nominating committee shall elect its own chairperson.