

Officer Nominations

Committee Responsibilities: The nominating committee shall report a slate of qualified officer candidates to FACAA secretary for notice to members at least 30 days prior to FACAA Annual Meeting. Nominations will also be called from the floor after committee report of the Nominating Committee. District Director nominations are presented by the District Directors to Nominating Committee and President Elect. The committee is comprised of the most recent past five FACAA Presidents who are still active FACAA Members. The committee is chaired by the immediate Past President.

Monthly Duties:

October – November: Welcome committee members. Identify anticipated officer vacancies for the upcoming year and any FACAA District requirements related to these vacancies. Outline duties and time-frames to committee members and ask them to be thinking bout and encouraging potential candidates.

December:

January:

February:

March:

April: Obtain the most current FACAA membership list from the FACAA Treasurer, identify all members from required potential candidate FACAA Districts and distribute to committee members.

May:

June: Convene a meeting or conference call among committee members to discuss, vote on, and create a prioritized list of potential candidates for open officer positions. Contact candidates in prioritized order until nomination(s) is (are) accepted. The committee follows an officer nomination rotation in the following order: Secretary, Vice-President, President-Elect, and President. The Treasurer position is not part of this rotation, and technically the President does not need to be nominated since he or she has already been elected President-Elect at the previous FACAA Membership Meeting.

July: Submit Nominating Committee report to secretary for notification to general membership. Submit committee report to Chair of FACAA Annual Report.

August:

September: Present Nominating Committee report at Annual Membership meeting.

Important Deadlines:

- ✦ Slate of officer candidates requires 30 day notice to membership prior to annual meeting.
- ✦ July - Submit committee report for FACAA Annual Report.

Awards and Plaque Information: Incoming President coordinates the ordering of the outgoing Presidents plaque/gavel (Past President Gavel), etc. and plaques for outgoing officers.