

### 3.9 NOMINATING COMMITTEE

#### I. COMPOSITION OF THE NOMINATING COMMITTEE

##### POLICY

The Nominating Committee shall be one of the standing committees of the MWR.

##### PROCEDURES

1. The President of the MWR shall appoint a Nominating Committee within ninety (90) days after assuming office.
2. The Nominating Committee shall consist of a minimum of three (3) MWR members. At least three (3) of the members shall reside in a different division of the MWR.
3. The term of the Nominating Committee shall be four (4) years.

#### II. RESPONSIBILITIES OF THE NOMINATING COMMITTEE

##### POLICY

The Nominating Committee shall be responsible for securing a slate of qualified potential candidates to be placed on the annual ballot.

##### PROCEDURES

1. At the fall MWR BOD meeting, the Nominating Committee shall present to the MWR Secretary at least one (1) candidate for each opening on the Executive Council (EC). It is recommended that every effort be exerted to secure a minimum of two (2) candidates for each opening.
2. All nominating petitions received shall be published to all members of the BOD by first class mail at their last known NMRA address within ten (10) days of receipt.
3. No name shall be placed for nomination without prior approval of the nominee.
4. Every effort should be made to insure that the respective candidates represent the interest of the entire MWR.
5. A brief biographical resume of each candidate shall be presented to the membership through the official MWR publication.
  - a. It is recommended that a photograph of the candidate be included with the biographical resume. Photographs are expected to require about 1/3 column but are not to be considered a part of the biographical resume size limitations.

- b. The biographical resume of each candidate shall be limited to two (2) paragraphs.
  - c. If a photograph and/or biographical resume is not available, the appropriate non-availability statement will be used (*i.e.*, “Candidate’s Photograph Not Available” and/or “Candidate’s Statement Not Available”).
  - d. The MWR Nominating Committee shall respect the sanctity of the candidate’s biographical resume. Each biographical resume shall be reviewed by the MWR Nominating Committee; however, the candidate’s biographical resume shall not be edited. If the candidate’s biographical resume cannot be published as submitted, the candidate shall be requested by the MWR Nominating Committee to make the appropriate change(s).
  - e. The MWR Publications Committee shall use each biographical resume and photograph as furnished by the MWR Nominating Committee (*i.e.*, without editing of any kind). The candidates’ biographical resumes and photographs shall be printed in the *Waybill* adjacent to the official MWR ballot, in the same order as the official MWR ballot.
6. The official MWR publication published in the fall of each year shall contain a statement indicating the positions that will be open for election and that any qualified MWR member interested in being nominated for any of the listed positions shall so inform the Chairperson of the Nominating Committee. The address of the Nonimating Committee Chairperson shall be published in the above-mentioned article. The chairperson must receive the nominating petitions previous to or at the fall BOD meeting so that the BOD can review the candidates.
7. The final list of nominees shall be published in the official MWR publication at least thirty (30) days prior to the election deadline. The names shall be published in the same order as they will be printed on the official ballot.
8. The Nominating Committee shall notify all of the incumbents of their election status, particularly those up for re-election, at the summer MWR BOD meeting. Incumbents not attending this board meeting will be notified by mail within ten (10) days after the meeting.