

San Antonio Conservation Society  
**Nominating Committee Procedures**  
BOD adopted 02-09-05; Amended: March 21, 2018

At the regular meeting of the Board of Directors of the San Antonio Conservation Society in March, five (5) active members shall be elected to serve on the Nominating Committee (Article V., Section 2.A. through F.) to select a slate of officers to serve a one-year term and ten (10) directors to serve a three-year term. The list of officers is presented and voted upon at the May Board of Directors meeting with a majority electing (Article V., Section 3.B.). The list of nominees for the Board of Directors is presented and voted upon at the May General Membership meeting (Article V., Section 3.A.). The ten (10) nominees receiving the highest number of votes cast by members present and voting shall elect.

The committee will accept names for officers and directors immediately after the election of the Nominating Committee from any San Antonio Conservation Society member. Individuals on the Nominating Committee may submit nominations. Names will cease to be accepted on the fourth Monday of April. Notice of the deadline for the submission of nominees should be announced at the March and April Board of Directors' meetings. Additionally, notice of the submission deadline should be posted for the months of March and April. Nominations should be submitted in writing along with the consent to serve form. The qualifications of the submitted names relative to the San Antonio Conservation Society's purpose, as well as any relevant historical preservation background information, should accompany the name on the prescribed member profile, attached. All nominations shall be submitted with this biographical information. The Nominating Committee shall apprise officer candidates of the duties of their respective office.

After the fourth Monday of April, but before May 1, the Nominating Committee will meet. "They shall hold at least one meeting for the purpose of selecting officers and board member nominees." (Article V., Section 2. F.) A quorum (3) must be present to conduct business in accordance with Article VIII, Section 3.A. of the San Antonio Conservation Society bylaws.

All business conducted by the Nominating Committee is considered confidential until such time as the Nominating Committee chairman makes his/her report to the Board of Directors and/or General Membership.

The procedures for selecting the slate of officers are suggested as follows:

- Nominees for office must have had one year of board service within the previous five years in accordance with the San Antonio Conservation Society bylaws. Nominees for each office should be discussed and voted upon starting with the president. This slot should be filled and accepted by the candidate before proceeding to the first vice president position. The same procedure is followed until all the slots are filled in order. It should not be assumed that an officer is promoted to the next highest position at the expiration of his/her term.

The procedures for selecting the ten (10) elected directors are suggested as follows:

- After verifying Board of Directors eligibility (1 year or the better part of a year as an Active member in accordance with the San Antonio Conservation Society bylaws and residency in Bexar or one of its contiguous counties), a master list is prepared alphabetically which includes the name of the member(s) who proposed the candidate. The chairman of the Nominating Committee will appoint one member of the committee to serve as secretary to record the proceedings of the meeting.

- The Nominating Committee chairman announces each name for discussion. Voting ensues with each Nominating Committee member voting for fifteen (15) candidates. The top ten (10) candidates are selected and listed in order of the number of votes received. The five (5) alternates are listed in the same order. A run-off election will be needed to eliminate ties among the alternates who are called if any of the top ten candidates decline.
- The Nominating Committee chairman will call the list, making a formal offer to run for the Board of Directors, communicating that a committee chairmanship must be accepted and that the Active membership is the electing body at the May General Membership meeting.
- In the event all fifteen (15) names are called and ten (10) nominees are not selected, the Nominating Committee must reconvene and begin the process again.

#### **Process for notifying board of the Nominating Committees Selections**

- The list of the officers is forwarded to the San Antonio Conservation Society office by May 1 for inclusion in the May Board of Directors' packets.

#### **Process for notifying board of the Nominating Committees Selections**

- The list of the directors is forwarded to the San Antonio Conservation Society office by May 1. The office sends a form to the nominee requesting a biographical profile of fifty (50) words or less, which is forwarded to the Active membership by May 12.

At the May Board of Directors meeting, the chairman of the Nominating Committee will make a report to the board on officers nominated to include nominees' qualifications for office that, in turn, is filed with the San Antonio Conservation Society Secretary.

At the May General Membership meeting, the chairman of the Nominating Committee makes a report to the general membership including reading the bios of the nominees for directors. This ensures that sight-impaired members, new active members, and/or members who have not received their written list of nominees, have the opportunity to hear the candidates' qualifications and can make an informed decision. Any nominations accepted from the floor should follow the proper procedures and must meet the same criteria as nominees selected through the Nominating Committee. The president shall appoint all tellers and designate a head teller. The report is then filed with the San Antonio Conservation Society Secretary.

Any questions on procedure should be addressed to the San Antonio Conservation Society Parliamentarian, who may serve as an advisor to the committee at the request of the Nominating Committee chairman.



Nominating procedures prepared by the 2004 Nominating Committee—Pat Jessee, chairman, Joan Gaither, Melissa Kazen, Virginia Nicholas, Cindy Thomas

[Note: It is suggested that each member of the Nominating Committee review the Nominating Committee Guidelines and Robert's Rules of Order—Revised]