

Nominations Committee

Standard Operating Procedures

September 14, 2009

Goals

The Nominations Committee is to nominate a slate of candidates to fill the open positions (one candidate for each open position) on the board at the annual fall conference.

As of the time this standard was developed, the Section's board had produced draft guidance for the Nominations Committee to follow when developing the slate of candidates. This guidance is listed below:

Guidance for Nominations Committee

Trustee nominees should be selected to provide greater diversity on the board in terms of:

Geographic diversity (e.g. representation from western Nebraska), employer, job function ([1] manufacturer representative/ education/regulatory agency, [2] large utility, [3] small system, and [4] consulting engineer, with at least one operator represented), and gender and ethnic background.

Trustees, who are not nominated to start through the chair's track (e.g., secretary or treasurer), may be nominated for a second two-year trustee term, if the individual is interested in continuing as trustee and in taking on increased duties.

Individuals should be nominated for no more than two terms (four years) as trustee before being nominated for a position that starts the nominee through the chair's track. This will allow others to serve on the board.

At least half the trustee nominees will be open to the option of going through the chair's track, although going through the chair's track is not required.

The Nominations Committee should nominate the current trustee who is best prepared to start through the chair's track for opening (e.g. secretary, treasurer). This may mean nominating a trustee in the middle of a two-year term. If that trustee is elected to a higher office, the board will then appoint another individual to serve the last year of the two-year trustee term. At that time, the Nominations Committee will be asked to recommend an individual to the board in that event.

Committee Membership

In accordance with Article 10.1.1 of the Section's By-Laws, the Nominations Committee shall consist of three members appointed by the current Section Chair. One of the members shall be the Past Chair.

Timeline / Deadlines

January – March 1

Section chair will assign members and appoint chair of the Nomination Committee.

Before July 31

Nomination Committee will select a nominee for each of the offices as identified in Section 10.1.2 of the Nebraska Section AWWA bylaws.

By July 31

Committee's nominations will be in the hands of the Secretary for further disposition as per Section 10.1.3 of the Nebraska Section AWWA bylaws.

Deliverables / Activities

The Nominations Committee chair shall be responsible for delivery of slate of nominations to the Section Secretary not later than July 31 of each year.

Supporting Materials

Budget: The Nominations Committee does not usually produce a budget request. Only anticipated expenses are possibly conference call expenses between members.

Applicable Policy Numbers