

**National Council of University Research Administrators (NCURA)
Nominating Committee-Region V
Procedures**

NOMINATING COMMITTEE

(Excerpt from BY-LAWS of NCURA REGION V (Revised August 2000) ARTICLE IV
- OTHER REGIONAL COMMITTEES)

The Region shall have a standing Nominating Committee that shall consist of not less than three Regional members, all of whom shall be appointed by the Chair annually. The Regional Nominating Committee shall seek nominations for the following regional positions:

In odd years:

Vice-Chair/Chair-Elect

Secretary

Region V Member on the National Board of Directors (from National By-Laws)

2 Ad Hoc Regional Executive Committee members

In even years:

Vice-Chair/Chair-Elect

Treasurer

3 Regional Executive Committee members

The Nominating Committee shall develop a slate of two nominees for each office; hold an election in which the membership will vote; and operate in accordance with the written procedural guidelines adopted and approved by the Regional Executive Committee.

Procedures and Responsibilities

November:

- A nominating committee consists of at least three (3) Regional members including a chair, all of whom shall be appointed by the Region V Chair annually at the National Annual Meeting in consultation with the Executive Committee. Committee members shall be selected with consideration of regional balance and knowledge of the region's membership.
- The Region V Chair shall ascertain the willingness of committee members to serve and communicate the final committee membership to the committee and to the Executive Committee.

January:

- The nominating committee (NC) in consultation with the Region V Chair shall prepare a nomination form with nominating instructions. A resume should accompany each nomination.
- The NC Chair shall contact the National Office regarding assistance in conducting the election. Electronic ballots shall be used.

February:

- NC shall call for nominations from the Region V membership through the Region V listserv.
- Nominations shall be submitted to the Chair of the NC by March 1.

March:

- Copies of the Nomination Forms and resumes shall be distributed to the other members of the NC by March 10 and a conference call scheduled to select the slates of candidates.
- Prior to the conference call, the NC Chair shall contact the National Office to insure all nominees are members in good standing.
- Prior to the conference call, NC members shall contact nominees to determine their willingness to be a candidate if selected for the slate.
- Prior to April 1, the conference call to select a slate of two candidates for each position shall be completed and the NC chair shall insure that each is notified of the status of their candidacy. The Chair of Region V shall also be informed.
- Each selected candidate shall be asked to provide the NC Chair with a brief (one-half page) statement summarizing their experience and the justification for their candidacy.

April:

- The nominating committee shall prepare ballot materials: cover letter from NC Chair; ballot listing candidates by office, names in alphabetical order, title, and institution; candidate statements.
- This information shall be sent by April 10 to the National Office to conduct the electronic election.
- From the time the ballot is listed and before the Spring Regional meeting, voting must be completed within seven days. (The NC Chair may use the NCURA Region V listserv to encourage members to vote.)
- The Region V Chair shall inform each candidate of the election results immediately and thereafter the results shall be posted on the Region V web site. (Newly elected officers will be invited to attend the next Executive Committee meeting.)

Adopted by the Executive Committee

May 5, 2002

San Antonio, Texas

Attachments: most recent ballot and candidate biographical sketches