

Nomination for Elected Positions of HMGA SOP

Purpose

Officers and additional members of the Board of Directors for the Hanover Master Gardener Association are elected for a one-year term. The elected positions are President, Vice President, Secretary, and Treasurer and additional members of the Board of Directors. The number of additional board members may vary from year to year and will depend on the needs of the Association. The Immediate Past President if available chairs a committee to recruit candidates and presents a slate to be voted on at the December Association meeting.

Scope

- Per the Association bylaws, the Immediate Past President is the preferred chair of the committee and will recruit two other HMGA members in good standing.
- If the Immediate Past President is not available, then the President can appoint a committee Chair with approval of the Board.
- For the purposes of this committee, good standing means that each participant is a current member of the Association and has completed the required 20 hours of public education and 8 hours of continuing education for the previous calendar year.
- It is usually good practice to have the Chair for the previous year's committee as a participant on the current nominating committee.
- It should be stressed that the details of the nomination process are confidential. Discussion regarding individual strengths and weaknesses of potential nominees should remain unspoken outside of committee meetings.
- According to the bylaws the President and Vice President may not serve more than four consecutive years.
- As a matter of courtesy, it is appropriate for the Chair to discuss with each of the current officers the possibility of running for an additional term. For each current officer willing and eligible to run again, the nomination process for that office will be complete.
- According to the by-laws, a candidate must be a member in good standing and must have completed 20 hours of public education and 8 hours of continuing education for the previous year.
- At the September HMGA meeting and by email in September, the committee should alert members of the Association about who to contact if they would like to nominate someone for one of the offices.
- Position descriptions should be available for all positions.
- A list of potential nominees for each position will be created and ranked.
- After contacting a nominee, the nominee should be allowed time to consider. If the individual declines, then the committee should move on to the next person on the list.
- Individuals willing to accept the nomination need to provide a brief resume.
- The names of the nominees and resumes will be presented to the Board at the November meeting.
- The names of the nominees and resumes will be shared with Association members at least 10 days before the December Association meeting.
- The election takes place at the December Association meeting.
- If there is only one candidate for the position, a verbal vote can be taken at the December Association meeting. If there are nominations from the floor, then a paper ballot will be necessary.
- If there is more than one candidate for a position, then a paper ballot will be used at the December Association meeting.

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- Each candidate for a position must be accepted by a majority of Association members present at the December Association meeting.
- Although not necessary, it is appropriate for the Chair of the Nomination Committee to conduct the election process at the December Association meeting.

Process

Task	When	Who
Recruit a Chair if there is not an immediate past president available.	August	President
Recruit 2 additional members for the committee.	August	Committee Chair
Acquire a list of all current Association members with their 20/8 hours properly recorded for the previous calendar year.	August	Committee Chair
Announce the names of the committee members and request suggestions for candidates.	September Association meeting	Committee Chair
Distribute the list of qualified candidates and any nominations to the committee for review.	Mid- September	Committee Chair
Review list of candidates and nominees.	Mid-September	Committee
Meet to begin discussion of who to approach.	Late-September	Committee
Begin process of approaching potential candidates.	Early October	Committee
Provide position descriptions as requested.	As needed	Committee
Request brief resume from individuals willing to be candidates.	Before November Board meeting	Committee
Present slate of candidates to Board of Directors.	November Board meeting	Committee Chair
Announce list of candidates and provide the resumes to the general membership.	At least 10 days before the December Association meeting	Committee
Conduct the election.	December Association meeting	Committee Chair

Associated Documents

- Position Descriptions for each of the elected positions