

SOUTHERN ASSOCIATION FOR COLLEGE ADMISSION COUNSELING

Operations Manual (Last Updated December 2016)

The Governance and Nominating Committee shall have the duty and authority to nominate a slate of one or more qualified individuals for each elective office of the Association and each office of Delegate of the NACAC Assembly to be filled at each annual meeting of the membership of the Association during the annual conference, in accordance with the nomination procedures prescribed by Section 8.10 of the SACAC Bylaws.

ELECTIONS

1. Governance and Nominating Committee.

Composition of Governance and Nominating Committee:

- a. For the sake of continuity of procedure and to mirror the NACAC Governance and Nominating structure, the Past President will serve as Chair-Elect and as Chair the following year when they are Immediate Past President and no longer a member of the Board of Directors.
- b. In consultation with the President, the Immediate Past-President will appoint the remaining members of the Governance and Nominating Committee. Total membership, including the Chair and Chair-Elect, shall be a minimum of nine members and a maximum of fifteen members.
- c. Members of the committee will serve a two or three-year term. Terms will be staggered so that each year approximately one-third of the committee will be newly appointed. So that, ideally, each year one-third of the members will roll off of the committee.
- d. Members of the committee will be selected by the time of the SACAC Board meeting at the NACAC conference and announced to the Board of Directors during that meeting.
- e. Where possible, there will be a member of the G&N Committee from each state in the affiliate.
- f. The Chair will make every effort to ensure the Governance and Nominating Committee is representative of the constituency of the Association (strive for balance in gender, secondary/college, CBO/independent counselor, public/private, and underrepresented members).
- g. If a member of the Governance and Nominating Committee cannot fulfill a term during the cycle/year, then the Chair has the option to either leave the position vacant or appoint someone to fulfill the term until the next election cycle.
- h. No current members of the Board of Directors, other than the Immediate Past President, will serve on the committee.

- i. The committee will nominate a slate of one or more persons for every open position on the Board of Directors.
- j. The committee will also select award recipients from nominations submitted by members of the association for each SACAC award.
- k. Sitting members of the Governance and Nominating Committee may not be slated as a nominee for any office of the Association and are ineligible for SACAC Awards.
- l. If practical, a meeting of the committee will be scheduled at the annual conference for organizational purposes.

Selection/Timeline

- m. By early December, the committee will notify all voting members of the Association in good standing of the offices to be filled. At this time, the committee will state the qualifications for office as listed in Sections 3.1.a, 5.2, and 6.2 of the SACAC Bylaws.
- n. Nominations for Board positions and named awards of the Association will be solicited and will be made to the committee by mid-January.
- o. The Chair will schedule one or more conference calls in late January/February to select nominees for Board positions and award recipients.
- p. By mid-February, the Chair will present the slate of nominees to the President of the Association, who will present the slate to the Board of Directors. Specific feedback is not required; however, a member of the Board of Directors can send their feedback within 48 hours to the Chair of the Governance and Nominating Committee. If more than one-third of the Board has a concern about a nominee the chair will present the concern back to the Governance and Nominating Committee for additional review. The decision to maintain or change the original slate rests with the Governance and Nominating Committee.
- q. Once the Board of Directors has reviewed the nominee slate, the Chair and Vice-Chair will contact them in early February and solicit their agreement to run for office. The Chair will discuss the responsibilities of Board participation with each nominee. When agreement has been secured, the Chair will gather biographical information for *Southern Scope* and will give that information to the Treasurer for release to the membership.
- r. If any person declines to run for office, the committee will immediately select another person from the list of nominations.
- s. It is the responsibility of the Chair to assure all selected nominees are members of SACAC and, for Assembly Delegates, voting members of NACAC. If a delegate nominee is not a member of NACAC, s/he must agree to become a voting member, if elected, by 1 July of the first year s/he is to serve and maintain that voting membership for the duration of the term.

- t. By mid-February, the Chair will contact nominators of those selected to receive named awards of the Association. The nominators will ensure that the award recipients are present to receive those awards at the annual spring conference.
- u. If a member of the Board of Directors cannot fulfill a term during the cycle/year, then the President has the option to either leave the position vacant or appoint someone to fulfill the term until the next election cycle. The appointed person should have previously served on the SACAC Board of Directors, but not necessarily in the same role.

TIMELINE

By September Board meeting at NACAC – members of the G&N Committee chosen and announced to the Board of Directors

By Early November – Association members notified of upcoming election and awards

By Mid-January – nominations for office and named awards received by G&N Committee

By Late January – the Chair will schedule conference calls to select nominees and award recipients

By February – the G&N Committee selects the slate of nominees for office and the award recipients

By Mid-February – the nominee slate will be communicated to the President

By Mid- to late February –the nominee slate and award recipients will be provided to the Board of Directors for review

By Mid- to late February – Chair contacts nominees regarding nomination. After all positions have been accepted, the Chair will release names to the Treasurer. The Treasurer will have the Executive Assistant release in *Southern Scope* and send a broadcast email to members. The Chair will contact award nominators. Based on Section 5.3a of the SACAC By Laws the slate shall be announced to membership 30 days prior to the annual membership meeting.

April – membership votes on the slate of nominees at the annual conference.

Provisions in the Operational Manual can be changed by majority vote of the whole number of members of the Board of Directors at any regularly scheduled meeting or through an electronic vote if the decision needs to be made in between meetings (or by majority vote of the Executive Committee).