

# Newburyport Choral Society

## BOD Nomination Procedure

### Nominations and Elections

#### *Nominating Committee*

- The NCS President shall assess the BOD members annually (March) to determine potential vacancies.
- No later than six weeks before the annual Meeting, the President will appoint a Nominating Committee consisting of three Active Members, preferably from different Voice Sections; one committee member will be designated as Chair of the Committee.
- The President shall provide copies of position descriptions for upcoming vacancies to the Nominating Committee.
- BOD shall assist the Nominating Committee in identifying individuals who may be potential candidates.

#### *Nominations*

- Candidates must be Active Members in good standing in order to be eligible for nomination.
- Nominee must agree to accept the responsibilities of the position for which they are nominated as outlined in the Constitution and position description.
- The Committee will prepare and present a slate of nomination to the Society during at least one rehearsal prior to the Annual Meeting.

#### *Election at Annual Meeting*

- The election of Officers and Directors will occur at the Annual Meeting.
- The Nominating Committee will submit its slate of Officers and Directors to the Active Members at the Annual Meeting.
- Any Active Member may make additional nominations from the floor at the time of the Annual Meeting.
- The President will conduct the election.
  - In the event that the President is nominated for re-election, then the chair of the Nominating Committee will conduct the election.
  - If Nominating Committee Chair is nominated for any office, the President will name an un-nominated Active Member to conduct the election.
- *Uncontested Office Election* - For any positions where no alternative nominations are made, voting will be by voice vote on the entire uncontested slate of candidates presented by the Nominating Committee.
- *Contested Office Election* - If any additional nominations are made for any position, voting will be by a single paper ballot for all positions for which there are two or more candidates. A paper vote will commence after the voice vote for uncontested positions, and after each candidate for any of the contested positions has had the opportunity to present orally to the Society their qualifications for the position for which they are a candidate.