



## Nominating Committee Chair

### Description

A nominating committee, consisting of a chairperson and at least two members, shall perform the duties outlined in Article VIII of the bylaws.

### Duties

1. Guidance from the executive committee recommends the inclusion of the former past-president of CCML as the chair of the nominating committee, and the immediate past-president as a member of the nominating committee.
2. Perform the duties of Article VIII Nominations and Elections, Sections 2 and 3 of the bylaws, with the timetable as outlined in those sections.
3. Consult the online CCML archives for listing of previous officers and committee chairs for potential candidates.
4. As a courtesy, inform the executive committee of the slate of officers and present a motion to have the executive committee approve the slate.
5. Write an annual report in March and send it to the president for inclusion the annual report of the association.

### Last reviewed or revised

Name: Kristen DeSanto

Date: 3/31/2021