

Policy on Nominations for the MAP Board of Directors

February 14, 2012

Establishing a Nominations Committee

In February, the Board of Directors will notify the membership that MAP is forming a Nominations Committee and invite participation by posting a notice/invitation to the MAP listserv, website, and newsletter, as well as by other methods deemed appropriate by the Chair.

In March, the Board of Directors will appoint the Nominations Committee Chair, who will be tasked with recruiting at least two additional Committee members. The Board recommends that, if possible, members of the Nomination Committee be non-Board members.

To make the work easier and avoid a steep learning curve, the Board advises the Committee Chair to include at least one person from the previous year's Nominations Committee. The Nominations Committee Chair will notify the Board of names of the members of the Committee.

Identification of Potential Nominees

The Nominations Committee will ask the membership to submit suggestions for nominations to the 15-member Board of Directors by posting a notice/invitation to the MAP listserv, website, and newsletter, as well as by other methods deemed appropriate by the Committee and asking for a response by a specified date. Nomination categories include:

- President
- Vice President
- Recording Secretary
- Membership Secretary
- Treasurer
- Newsletter Editor
- Web Meister
- Past President
- Up to seven (7) members at large

The Committee will ask each existing Board member if s/he would like to remain on the Board, retain an officer or other position, and/or are interested in an officer or other position. If an existing Board member is interested in remaining on the Board and retaining his/her position and/or remaining and assuming another open position, the Board encourages the Committee to give that interest due consideration.

Once the Committee has ascertained the number and type of open positions, it will strive to present the widest diversity of potential nominees in all respect to balance the board, e.g., by

geographic area of the state, sector (public, private, nonprofit), and level (state, regional, local) to create as balanced a Board as possible.

Committee members will approach each potential candidate, in order of priority, asking about their interest in being nominated to the Board. Committee members will make the potential nominee aware of expectations of the position (regularly attending meetings, most meetings are by conference call with 1-3 meetings per year in person (including the Annual Meeting), reviewing materials and participating in discussions/decisions, writing at least one newsletter article a year, and taking on at least one project a year).

Notification of Proposed Nominations Slate

The Committee will present the draft slate of nominations to the Board at its April meeting. The Committee will release the formal slate in the format of a ballot to the membership via the newsletter that is released at least one month prior to the Annual Meeting (usually in April or very early May).

Election of Board at Annual Meeting and Notification of Membership

Ballots for the slate of nominees will be distributed to verified MAP members at the registration desk at the Annual Meeting. The Committee Chair will conduct the election as follows:

- asking for nominations from the floor,
- requesting that only members vote,
- collecting and tabulating ballots, and
- notifying nominees and the current President of the results of the election.

At the Annual Meeting, members who are retiring from the Board or changing positions on the Board will pass off notebooks that include job descriptions, Board Policies, templates of notices and other materials, and records of their efforts over the past year to the person assuming their responsibilities. If a retiring or new Board member is not at the Annual Meeting, s/he will have mutual responsibility to connect and pass off/get the notebook from the other.

The Chair will notify the membership of the results of the election through the MAP listserv, website, and newsletter, as well as by other methods deemed appropriate by the Chair.