



NOMINATING COMMITTEE

Members of the Nominating Committee are elected by the membership. The Nominating Committee Chair will serve for one (1) year and be a member of the Board. The Nominating Chair-Elect will serve for one (1) year and serve as the Nominating Committee Chair the following year. The Nominating Committee will consist of four (4) members. The Chair, Chair-Elect and Committee-Members-at Large will each serve for a total of two (2) years.

QUALIFICATIONS

- Member of ADA
- Active participation in ODA and /or district associations
- Available (if elected chair) to attend Executive Board meetings
- Knowledge of statewide membership

RESPONSIBILITIES

- I. Attends all ODA Executive Board meetings (if unable to attend, appoints a proxy).**
- II. Requests nominations from the Board and submits a call for nominations to Newsletter and/or via special eblast, plus website. (See Time Line for further details)**
- II. Prepares preliminary list of potential candidates for election in rank order**
 - A. Chair sets date for committee meeting.
 - B. Members review qualification and duties for each office to be filled according to Election Schedule. (See Policy and Procedure section)
 - C. Obtains current membership roster from the ODA Office to use as resource to determine office eligibility.
- III. Chair coordinates contacting potential candidates to determine if they will accept the nomination**
- IV. Sends confirmation letters to nominees to include:**
 - A. Position description and qualifications
 - B. "Consent to Serve" to be signed and returned to the committee by the deadline determined
 - C. Form for background and objectives for the ballot
- V. Submits slate of officers to Executive Board for review**
- VI. Assures the ballot and supporting information is prepared by the Executive Office**
 - A. Nominees' professional resumes
 - B. Nominees' objectives for position
 - C. Nominees' picture (based on Executive board decision)
 - D. Postcard notifying members of balloting procedure (including request for paper ballot, if an option) – for those without email.
 - E. Eblast content for ballot notification.
- VII. Submits all final ballot documents to the webmaster for posting (Executive Office)**
 - A. Reviews online ballot
- VIII. Receives ballot results from ODA Office**
 - A. Notifies ODA Secretary to contact all candidates with election results
 - B. Assures that letters are sent after candidate notification
 - C. Notifies ODA Office when results can be posted on the website