



Nominating Committees: How to be Successful

Training for Local League Nominating Committees and Presidents

February 6, 2024



Purpose of League Nominating Committees

Select Nominees for Board and Nominating Committee

Independence and Accountability

- Independent of Board
 - Keep President informed of process/progress
 - Do not disclose conversations with possible nominees
- Accountable to Delegates who elected them

Implications

- Keep membership informed of process
- Outreach to membership for recommendations
- Nominations from the floor at Annual Meeting

Resources

- Local League Bylaws
- Local Board and Committee lists
- Local Membership list



Nominating Committee Activities

- **Meet at least one year before Annual Meeting to create Plan of Work**
 - **Set deadline for when slate needs to be filled**
 - **Plan the work including who does what and when – work includes:**
 - Develop list of positions to be filled (consult bylaws)
 - Review Job Descriptions for positions to be filled
 - Generate pool of qualified potential nominees
 - Interview current Board members
 - Contact Board Committee Chairs for recommendations
 - Create Board and Nominating Committee Slates
 - Inform Board
 - Practice the “ask”
 - Publish slate
- **Once you have a plan, it's time to do the work**



Create Plan of Work - Detail

- **Set deadline for when slate needs to be filled**
 - Check Bylaws to determine how far ahead of Annual Meeting Delegates should be notified

- **Plan the work including who does what and when – work includes:**
 - Develop list of positions to be filled (consult bylaws)
 1. What officers
 2. How many Board members
 3. How many Nominating Committee members

 - Review Job Descriptions for positions to be filled

 - Generate pool of qualified potential nominees
 1. Develop form for submitting names of potential nominees
 2. Write article for local Newsletter: Nominating Committee Process & How to submit names: own or others
 3. Post article and nominating form on website



Create Plan of Work – Detail (cont'd)

➤ Interview current Board members

- Develop Questions for Board Member interviews
 1. What skills and experience needed on next Board?
 2. Do they want to continue in current or other position?
 3. Recommend names for next year's officers and Board

- Set range of dates to interview current Board members

- Committee members select Board members to interview

➤ Contact Board Committee Chairs for recommendations



Create Plan of Work – Detail (cont'd)

- **Create Board Slate, keeping in mind League’s DEI Policy, Leadership Development, and need for “succession”**
 - Develop list of possible nominees for each office, starting with President
 - Take potential nominee for President out to lunch
 - After President is secured, work on other officers, followed by Board of Directors
 - Prioritize list of nominees for each office
 - Decide who will ask whom
 - Communicate results of contacts to other committee members



Create Plan of Work – Detail (cont'd)

- **Create Nominating Committee Slate, keeping in mind League’s DEI Policy, Leadership Development, and need for “succession”**
 - Develop a list of possible nominees for each office, starting with the Chair
 - Prioritize list of nominees for each office
 - Decide who will ask whom
 - Communicate results of contacts to other committee members
- **Inform Board of completed slates for the Board and Nominating Committee**
 - This is information only; the Board does not approve the slate



Practicing the “ask”

- **Before contacting potential nominees, Committee members should practice the “ask”**

- **Try role plays between two committee members:**
 - Be positive
 - Describe work of local League, achievements, importance of League and its Mission: “Empowering Voters, Defending Democracy”
 - Describe job using job description: responsibilities, meetings – offer to email job description
 - Job’s importance to the League
 - Opportunity to do meaningful work and make a difference
 - Work with interesting people
 - Have fun
 - Opportunity to work on Issues person is interested in
 - Describe why this person is being asked
 - ❖ Special skills or experiences person would bring to the job



Follow the Plan

- **Now that you have a plan, it's time to do the work**
 - Make sure Committee members know who is doing what

 - Have status meetings as necessary to share progress and handle issues
 1. For example, your initial list of candidates for a position may not result in anyone accepting the nomination; you would then need to agree on additional candidates

 - Agree on the final slate

 - Notify the Board

 - The slate will be published to the members in the materials for the Annual Meeting