

SEACM
NOMINATIONS COMMITTEE
CALENDAR OF EVENTS

January

1. Attend Board Meeting.
2. Obtain SEACM stationery and envelopes (at least 600 envelopes).
3. Request telephone card from Treasurer.
4. Determine where Call for Nominations will be mailed and who will coordinate.
5. Prepare "Willingness to Serve" form. Ask Area Directors to distribute at SEACM Spring Meetings as a "pre-call" for nominations.

February

Send letters to Jr/Sr Area Directors with copy of "Willingness to Serve" form.
(see sample in notebook)

April

Request mailing labels and blank membership renewal form from
Membership/Registration Chair.

May

1. Prepare and mail Call for Nominations.
2. Mail by the first week in May (absolutely no later than the first week in June if annual meeting is second week in November).
3. Mail to all persons on current mailing list.
4. Accompanying letter should stress that only members in good standing are eligible to vote. This means that dues must be paid prior to the August mailing of ballots.
5. Ask that nominations be returned by mid-June (required to be submitted to members 120 days before the annual meeting).
6. ***Include a membership renewal form to members whose dues are not current (this is indicated on mailing labels which do not have the current year).***

June - July

1. Contact nominees and prepare ballot for board approval.
2. For nominees: must be a member in good standing, need mailing address and biographical sketch information, give overview of job description.
3. Mail each nominee who agrees to run a copy of the job description.
4. Attend Board Meeting. Present slate of nominees (i.e., ballot for SEACM Board approval).

August

1. Mail ballots by the first week in August (must be at least 90 days before annual meeting). Ballots are mailed only to current paid members.
2. Each ballot includes (see copy in notebook from previous year):
 - Introductory letter to explain ballot and voting procedure
 - Official ballot that is color-coded by state
 - Biographical sketches of nominees
 - Envelope (with Nominations Chairman's address) for returned ballot (use small plain)
3. If there are any changes or additions to the SEACM Constitution and By-laws, they must be voted on by all SEACM members and included as an item on

SEACM
NOMINATIONS COMMITTEE
CALENDAR OF EVENTS

the ballot.

September

1. By the end of the month, count all ballots either in the presence of two witnesses or by re-count by a second committee or Board member whose name does not appear on the ballot.
2. All winners and losers should be notified immediately so plans can be made to attend the Fall Board Meeting.
3. Suggest telephone and letter notification to winners; suggest letter (and telephone, if feasible) notification to losers.

October

1. By the end of the month, letters must be sent to all winners and losers of the election.
2. The losers should be encouraged to continue supporting SEACM through membership and committee service.
3. The winners are invited to attend the Board Meeting at the annual meeting.
4. The President receives a list of all winners as well as a representative copy of each winner/loser letter.
5. Submit a committee report to the President 2 weeks prior to the board meeting.

November

1. Attend the Board Meeting. Present report to the Board (see copy from previous year).
2. Give election results to membership at annual business meeting.
3. Prepare proposed budget for the upcoming year; send to Finance Chairperson by December 1.
4. When appropriate, update the Nominations Notebook and pass on to new chairperson.