



AMERICAN CONNEMARA PONY SOCIETY

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Document Name: Nominating Committee Policies

The ACPS Nominating Committee will prepare a slate of qualified candidates for positions on the ACPS Board of Governors. This slate will be sent by the ACPS Secretary, via proxy, to the General Membership one month prior to voting at the ACPS Annual Meeting. Three years constitutes “a term” to be served by a Board of Governors member.

ACPS Region Chairmen will assume responsibility for their Regions’ representation on the Board of Governors. A Region Chairman must be aware that when a former Board of Governors member does not choose to run for re-election in his/her Region, that Region Chairman must assist the Nominating Committee Chairman in finding an appropriate candidate from his/her Region to run for the Board of Governors.

New “at large” candidates for the Board of Governors will be drawn from the ACPS General Membership. Candidates are to be proposed by two ACPS members in good standing, and the candidates must have been active ACPS members for a minimum of one year. The proposing members will assume responsibility for the candidate submitting his/her nomination application and personal profile to the Nominating Committee Chairman by the filing date, approximately two months prior to the date of the Annual Meeting.

RESPONSIBILITIES OF NOMINATING COMMITTEE MEMBERS

CHAIRMAN:

- A. Sets** meeting times of the Nominating Committee at the Annual and Semi-Annual Meetings, as necessary. If the current Nominating Committee Chairman is unable to attend the meeting, the former Nominating Committee Chairman may be asked to convene and preside over any Nominating Committee meeting.
- B. Contacts** current Board of Governors members who have served a three-year term. If a Board of Governors member chooses to run for a subsequent term, he/she will be asked to submit a written “intent to return” form.
- C. Works** with the Region Chairmen as above, and with the Nominating Committee to identify other candidates from the General Membership for the Board of Governors.
- D. Submits** the slate of candidates to the ACPS Secretary in time for the slate to be mailed to the General Membership at least one month prior to the Annual Meeting. According to the ACPS Bylaws, proxies will be sent out by the Secretary to the General Membership thirty (30) days prior to the Annual Meeting. At the Annual Meeting, proxy votes will be counted by the Nominating Committee Chairman and one other Nominating Committee member.
- E. Presents** a suggested slate of Executive Officers at the subsequent meeting of the newly-elected Board of Governors. This is to be followed by a motion for discussion and a call for nominations from the floor. A

final vote of the Board of Governors members will take place following any discussion and further nominations in order to elect the new Executive Officers.

F. Prepares and submits reports to the ACPS Secretary concerning Nominating Committee activity at both the January Semi-Annual Meeting and the Annual Meeting.

G. Oversees and coordinates activities of the four-member Nominating Committee.

Former Chairman:

The former Chairman will serve on the Nominating Committee to assure consistency in transition and to ensure that policy and procedure are followed.

NEW MEMBERS:

It is the responsibility of new Nominating Committee members to:

- 1) Familiarize themselves with the policies and procedures of the Nominating Committee
- 2) Increase their awareness of the role of Board of Governors members to the ACPS and its membership
- 3) Seek out and evaluate potential candidates for the Board of Governors.

Revision History

Date	Changes	Author
9/03	Revised	Joanie Webster
2/06	Updated	Sally Oxnard
3/07	Created for website	Charlie Morgan
10/08	Update format	Chris Knox