



POLICY NO:	002
DATE ISSUED:	12/2005
DATE REVIEWED/REVISED:	7/31/07

NOMINATING COMMITTEE POLICY

Purpose: to establish the procedures the Nominating Committee will use to identify and solicit the best qualified member candidates for the leadership positions of the Corporation. Further, the policy establishes the procedures for overseeing annual elections.

Authority: Bylaws of the Emergency Medical Services Administrators Association of California, Inc.; Section VII 3. C, and Section VI - 2.

Policy: The Nominating Committee is responsible for developing the slate of best qualified member candidates for the leadership positions of the Corporation and overseeing annual elections. The Committee shall consist of four members. One member shall be the Immediate Past President, who will serve as the chairperson of the Committee. The other three members shall be appointed by the current President using the following qualification criteria:

1. The appointee is a member of the Board of Directors,
2. The appointee is not currently serving as a member of the Executive Committee,
3. The appointee has not served on the Nominating Committee in the current or prior term.

The Chairperson of the Nominating Committee shall impanel the Committee by January 15. The Committee shall nominate at least one qualified member of the Board of Directors to serve in each of the following leadership positions: President-elect, Secretary, and Treasurer. The Committee shall obtain the permission and concurrence of each proposed nominee to serve in the position.

The slate of officers identified by the Committee shall be presented to the Board of Directors for consideration and approval at a regular scheduled meeting prior to April 15. During the meeting, any member of the Board of Directors may nominate additional qualified persons to each leadership position.

The Nominating Committee shall prepare a ballot. The names of each qualified nominee shall be placed on the ballot. Each ballot shall contain a unique identifying number to ensure duplicate ballots are not inadvertently submitted. Prior to April 15, the Nominating Committee shall send one ballot to each qualified member of the Board of Directors via regular US mail. Ballots shall be returned by the date set by the Nominating Committee, and the ballot shall contain the deadline. Ballots may be returned via regular US mail, facsimile, or .pdf . Ballots not received by the deadline shall not be counted.

Ballots shall be tabulated and any ties resolved in accordance with Section VI - 2 of the bylaws. The names of the winning candidates shall be presented at the next regular meeting of the Board of Directors. However, the current President may authorize election results notification be given earlier, via email, to all members.