

APPENDIX B

NOMINATING COMMITTEE RULES

1. The Nominating Committee (hereinafter "NC") will elect a Chairperson. The Chairperson's role will be to make phone calls to the prospective candidates. The Chairperson should possess a pleasant telephone manner and should be persuasive and informative as to the duties required of each office, as defined in Article I of the Family Guild By-Laws.
2. Complete secrecy should be observed at all times.
3. The NC should consider recommendations from all sources, including but not limited to, present Officers, past Officers, Event Chair persons and good standing Members of the Family Guild.
4. All potential candidates considered for office must meet the standards set forth in Article V of the Constitution & Article III of the By-Laws.
5. Do not presume that a person cannot, or will not, accept an Officer position – it is imperative that the NC invite eligible members to consider an opportunity to serve the Guild as an Officer.
6. Following a discussion of the various qualifications/merits of each of the candidates being considered, a secret ballot is cast. The candidate who receives the most votes is called and offered the Office of President. If that candidate declines that Office, you may call that candidate later to extend an invitation to serve in a different Office, but no until the new President-elect is selected and accepted.
7. The President-elect should be provided with complete disclosure as to the other potential candidates under consideration for the remaining Offices. The President-elect may make recommendations for the NC to consider, however, the NC has the final voting power as to which individuals will appear on the slate for election.
8. The Chairperson must present the prospective slate of officers to the Spiritual Advisor and School Principal prior to the April meeting for approval. Once approved, the chairperson should inform the current President.
9. The Chairperson of the NC will announce the proposed slate of Officers at the April meeting. Each Office and the proposed candidate will be announced individually, and will accept nominations from the floor which must be motioned, seconded and accepted by the nominee. The order of announcement will begin with the Co-Treasurers and proceed in the following order: Corresponding Secretary, Secretary, Vice-President and President.
10. Installation for that Office will take place in May at the Installation Dinner.
11. The term of Office begins immediately following Installation. However, the previous board should attend the various functions in June to lend assistance to the new board.