

# **GROVETON VIRGINIA CIVIC ASSOCIATION NOMINATION STANDING COMMITTEE STANDARD OPERATING PROCEDURES**

Date Adopted: October 2010

Originator: Charlotte Brown and Brandi Pensoneau

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## **Purpose**

The purpose of the Groveton Virginia Civic Association (known as the Association) Nomination Program as defined in the By-Laws is to conduct an election process of Association officers beginning in April through induction in June.

At a minimum, the program shall consist of a non-GCA Board chairperson and 2 non-GCA Board volunteers to assist the chairperson appointed by President of Association.

## **Procedures**

1. On a 2-year cycle, the Nomination Committee is required to nominate new officers for the board of directors.
2. The current President of the Association selects three (3) individuals at the April meeting to form the Nomination Committee, with one individual as the chairperson.
3. During the month of April, the Nomination Chairperson will coordinate and organize the activities required to poll, identify, discuss and select potential candidates.
4. It is the Nomination Committee's responsibility to have the potential nominees ready for presentation at the May Association meeting along with the slate of officers. These names will be documented into the minutes.
5. Prior to the June Association meeting, dated ballots shall be created for the five (5) GCA Officer positions and the seven (7) Members-At-Large Chairpersons with each potential candidate identified for selection.
6. At the beginning of the June Association meeting, the Nomination Committee will present the slate of officers, introduce the candidates, and distribute the ballots. After the Association has completed the ballots, the Nomination Committee will gather and tabulate the ballots.
7. At the end of the June meeting, the Nomination Chairperson will present the voting results to the Association and introduce the new officers.
8. The voting results and the elected names will be documented in the June meeting minutes.
9. Upon completion of the induction of the new officers, the Nomination Committee is officially disbanded.