

## **Longmont Genealogical Society Job Description and Procedures**

**Job Description: Nominating Committee:** An Elected Special Committee who are not Board members. Each member serves a three-year term with one new member being elected each year. The Nominating Committee has a total of 3 members.

Web Site: [longmontgenealogicalsociety.org](http://longmontgenealogicalsociety.org)

### **Job Responsibilities: As per Bylaws, Article VIII**

1. Prepare a state of candidates for all elective offices
2. Recommend Standing Committee Chairs
3. Recommend replacement for a vacancy to an elective office: **Exception** – The President is replaced by the Vice President
4. Each member of the Nominating Committee will serve as Chairman of the Nominating Committee in the third year of their term

### Procedures:

1. Begin to function in August
2. Make personal and confidential contacts to find nominees for elective offices
3. Make personal and confidential contacts to find recommendations for Standing Committee Chairs, the President will make the appointments
4. Present nominees at the November Board Meeting, the November General Meeting and the December Annual Meeting
5. The Chair of the Longmont Genealogical Society Nominating Committee will conduct the Installation of the Officers and the presentation of the Committee Chairs to the General Membership. using the script found on page two.

Further details may be obtained from your predecessor.  
Revised 1995, 1997, 2010, 2011, 2013, 2018

## **Election of LGS Officers by the Nominating Committee Chairperson Script**

As your Nominating Chairperson I will now introduce the Slate of Officers for (insert proper year), please stand as your name is read - then you may be seated.

President: \_\_\_\_\_, Vice President: \_\_\_\_\_,  
Secretary: \_\_\_\_\_, Treasurer: \_\_\_\_\_

Are there any nominations from the floor?

If there are, ask the individual nominating someone if he/she has that person's permission to put his/her name in as a candidate and that the person is willing to serve on the Board if elected by the membership).

If not, ask for a motion to accept this slate as proposed (someone may move to accept the slate by acclamation, ask for a second - all in favor raise their hand, ask if is there any opposition? If no opposition and no one objects

then declare the slate of candidates elected by acclamation and move on to the nominating committee. (Otherwise, request a motion to accept the slate of candidates, request a second, and call for a vote on the motion.)

Congratulations to the LGS membership, you now have your new slate of officers for the coming year.....

We will now have the election for a new member for the Nominating Committee: The Nominating Committee consists of three members - one elected each year to serve for three years - the third year to become Chair of the Committee and prepare the slate of candidates. \_\_\_\_\_ has been nominated to serve 3 years on the nominating committee. Are there any nominations from the floor, remember permission is needed to nominate any one. If none ask for a motion to accept the candidate for the nominating committee - ask for a second, all in favor raise your hand, is there anyone who opposes this nomination? If not then congratulate and thank the new Nominating Committee member for agreeing to serve.

Announcement of the Standing Committee Chairs will be done by the Nominating Committee Chairperson: Ask the committee chairs to stand as their names are read.

Correspondence:

Education:

Genealogist:

Historian:

Membership:

Procedures:

Publicity:

Quarterly:

Ways and Means:

Website:

The Nominating Committee Chairperson will now perform the installation of the LGS Board of Officers for the year .....

Ask the newly elected officers to please come forward. Ask them to please raise their hand and answer "I will" to the following statement:

“As Officers of the Longmont Genealogical Society, it is your responsibility to attend all meetings of the Board of Directors, to provide leadership and direction to the members, to establish goals to be achieved and projects to be completed during the term ahead, to keep records of the board action, to protect and account for the Society's treasury and to report this success to the Society membership. Will each of you accept responsibility as an officer of the Longmont Genealogical Society? If so, answer, "I will”.

All LGS members are asked to stand and take the following oath:

“Members of our Society, you too have a responsibility in assuring that these newly installed officers will have a successful term of office. It is your responsibility to support your officers in their efforts to fulfill the goals of the Society, to attend meetings and events of the Society, to graciously accept an invitation to serve on a committee or to perform other volunteer duties for the Society and to offer your ideas to the officers for Society activities. Will you accept these responsibilities? Please say -"I will."

Please introduce and thank the individuals who will serve on the following committees: The Refreshment Committee, The Facebook Representative, The DNA Study Group Leader, and the Delegates to the CCGS, FGS, and the NGS.

The Nominating Chairperson wants to congratulate and wish everyone, officers and members alike, a successful term of office. I will now turn the direction of the meeting over to your new Longmont Genealogical Society President

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Revised: 2017, 2018