

**GOVERNANCE PROCEDURES
NOMINATING COMMITTEE**

Procedures to Inform and Encourage Candidates
for NJSBA Nominating Committee

In order to encourage participation in the NJSBA Nominating Committee the Executive Director shall ensure that the responsibilities of the committee and the dates of election of the Board of Directors to the Nominating Committee shall be publicized in NJSBA publications and other media several months in advance of the meetings at which the elections shall take place.

The Nominating Committee members elected by the Board of Directors shall be rotated by county, to the extent possible, to ensure the maximum participation of the Board of Directors members and county leadership on the committee.

Composition of Nominating Committee

Commencing in September 2001 the Board of Directors members to the Nominating Committee shall be elected one each from the four geographic areas, by county on a rotating basis, to the extent possible.

Diversity, for purposes of appointing the at-large members to the committee shall be defined as covering gender, race, county, district factor group and district size of the members of the Association.

Procedures of Nominating Committee

The job description of each office shall be published in School Board Notes and included in the application packet sent to each candidate. An application deadline shall be stated in the notice published and shall be no later than the third week of December. In the event there are no applicants for a position, the deadline to receive applications shall be extended for 14 days for that position. The extension deadline shall be published in School Board Notes. The application shall list the scheduled dates that the Committee will personally interview candidates. The application shall be filed by the deadline and may be mailed, return-receipt requested, or faxed or e-mailed with the candidate's original signature.

Each candidate shall apply for only one office. Each candidate shall be interviewed for the office for which he/she applied. If, in the opinion of the committee, a candidate may be better qualified for another office, including that of the president, the candidate will be requested to re-interview for that office, unless in the opinion of a majority of the full committee, the committee determines that the candidate interview has fully vetted the candidate's qualifications for the other office.

The committee shall use the job description for the office and the Criteria for Officer Positions when assessing each candidate's strengths and weaknesses. The committee shall also consider the results of the Opinionnaire in the Criteria for President.

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The committee shall use the job descriptions of each office and the Criteria for Officer Position to establish questions to be asked of every candidate for that office. The committee may ask incumbent officers questions about their attendance and involvement in NJSBA programs and functions, as well as their district board of education's participation in support of NJSBA's mission. A rating form shall be used to assess each candidate's responses to the questions, after each interview is completed. After all candidates have been

Procedures of Nominating Committee (continued)

interviewed for each office, the committee shall discuss the strengths and weaknesses of the candidates against the criteria.

After discussion has taken place, the committee chair shall assess whether the committee is able to reach a consensus on a single candidate for the office. Consensus means a clear majority of the committee supports a single candidate for the office. The chair shall facilitate the discussion, but shall not use the position to direct the committee to choose the chair's preference for the office.

When a consensus is reached, the committee shall move on to the next office. However, if a consensus cannot be reached, a vote shall be taken. Votes shall be by secret, written ballot. A simple majority is necessary to select a candidate. If there is no simple majority, the lowest vote getter is removed and there is a revote.

If there is an agreement that no candidate interviewed for the office is qualified, the committee shall complete the interview process for all remaining offices. Then, in its discretion, the committee may select a candidate or candidates for another office to re-interview for the vacant office. If no one is considered to be a qualified candidate, then the committee shall make no recommendations for that office.

In the event a candidate nominated by the Nominating Committee becomes unable to serve, the Nominating Committee, at the call of its chairperson, shall meet to select an alternate candidate pursuant to Nominating Committee Procedures and shall forthwith submit to the District Boards of Education its amended report.

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BD 1/05

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