

# NGC NOMINATING COMMITTEE PROCEDURE MANUAL



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By NGC Organization Study Committee

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## **SUGGESTED NOMINATING COMMITTEE TIME-LINE**

The suggested Nominating Committee timeline is a general guideline for the items that need to be accomplished and/or supervised by the Nominating Committee Chairman and the Vice Chairman of the Nominating Committee.

### **FIRST YEAR OF THE ADMINISTRATION:**

#### **May – August**

- Present the Nominating Committee Members for the new administration at the Post Convention Meeting of the Board of Directors, in the odd numbered year.
- Hold an organizational meeting either at the Annual Convention or the Fall Board Meeting.
- Send/give a copy of the *NGC Nominating Committee Procedure Manual* to all members of the Committee.
- The NGC President will coordinate with the Nominating Committee Chair to schedule the Nominating Committee meetings at the Convention and Fall Board Meeting.
- Candidate Endorsement Form and/or Candidate Resume Form:
  - Updated Endorsement and/or Resume forms will be approved by the NGC President.
  - A call for candidates will be posted on the website and an email blast sent to BOD members.
  - Send a copy of Candidate Endorsement Form and Candidate Resume Form to NGC website chairman for placement on NGC website.

#### **September**

- Preside at Nominating Committee Meeting at NGC Fall Board Meeting; agenda should include the following topics:
  - Invite the Parliamentarian to the meeting in an advisory position.
  - Appoint the Vice Chairman as Secretary to take minutes.
  - Introduce the committee members and verify contact information.
  - Review nominating process and duties of committee.
- Request time on FBM agenda to announce applications are being accepted.

#### **April – NGC Convention**

- **April 15 (deadline for applications)**
- April 16-Promptly notify the NGC President for consultation with the Executive Committee in the event there are no candidates for a specific office.
  - A candidate shall be in contention only for the office endorsed officially by the State Garden Club. *Exception: If a vacancy occurs in First, Second, or Third Vice-President, a candidate may be considered for a position one step higher than the endorsement.*
- Notify each candidate that the official endorsement has been received.
- After the **April 15** deadline, send copies of endorsed candidate applications to members of the Committee to review.
- Present the number of endorsed candidate applications received per office, at the Pre-Convention BOD meeting in the even-numbered year. (*NGC Standing Rules, NOMINATING COMMITTEE #6*)

- Preside at Nominating Committee Meeting at NGC Convention. Agenda should include the following topics:
  - Interview process.
  - Questions/format for the interview.
  - A message is sent to the First Vice-President stating that the Nominating Committee presumes that he/she is anticipating becoming President-Elect on June 1, at the end of the first year of the term. A written acknowledgement is requested.

### **SECOND YEAR OF THE ADMINISTRATION:**

#### **January 1 – October 31 - Obtain from the Liaison to State Presidents and Region Directors:**

- Names of incoming Region Directors.
- Names of the incoming Nominating Committee Members from the Regions.

#### **May – August**

- Consult with NGC President ~~on~~ regarding a convenient time to interview candidates who are current officers if interviews occur during an Executive Committee meeting.
- Contact candidates notifying them of the date, time, and location of the interview, and requesting any information.
  - Request any information the committee may require before the interview.
- Notify the candidates in writing.

#### **September**

- Secure names of Region Directors.
- Appoint 3 tellers to distribute, collect and count ballots at the interview meeting at FBM in the second year of the administration.
- Preside at the meeting of the Nominating Committee at the FBM in the even-numbered year, where:
  - the interviews of the endorsed candidates will take place. (*See INTERVIEW MEETING section*).
- Balloting on nominations shall take place at this meeting. Send the balloting results to the NGC President following the meeting.
- Present the completed slate of nominees at the Fall Board Meeting in the even-numbered year. (*NGC Standing Rules, NOMINATING COMMITTEE #8*)

**NOTE:** A Nominating Committee is automatically discharged when its report is formally presented to the assembly. If one of the candidates withdraws before the election, the Committee is revived and will meet to select another candidate. (FYI: By the publication deadline of the Winter issue of *TNG*, the Corresponding Secretary will send the list of nominees to the Editor of *The National Gardener* for publication.)

## **COMPOSITION OF NOMINATING COMMITTEE**

The Chairman and members of the Nominating Committee are selected as stated in the Bylaws of NGC. **ARTICLE X – NOMINATING COMMITTEE**. The role of this committee is to select one nominee for each elected office, with the exception of President.

Additional guidelines for the NGC Nominating Committee are found in the following resources located on the NGC website:

- NGC Bylaws
  - ARTICLE VIII, OFFICERS ELIGIBILITY
  - ARTICLE IX, DUTIES OF OFFICERS
  - ARTICLE X, NOMINATING COMMITTEE
  - ARTICLE XI, ELECTION OF OFFICERS
- NGC Standing Rules – NOMINATING COMMITTEE

## **GENERAL GUIDELINES**

1. The Nominating Committee Members may request the counsel of the Parliamentarian. (*NGC Bylaws, ARTICLE X-NOMINATING COMMITTEE, Section 2. B.*)
2. A State Garden Club may present **candidates** for each elected office.
3. A candidate shall be in contention only for the specific office endorsed officially by the State Garden Club. *Exception: If a vacancy occurs in First, Second, or Third Vice-President, a candidate may be considered for a position one step higher than the endorsement.*
4. Officers shall be elected for a term of two years, or until their successors are elected. No elected officer shall serve more than one term in the same office, except the Treasurer and the Recording Secretary. (*NGC Bylaws, ARTICLE VIII, Section 1. F.*)

## **GENERAL DUTIES OF THE CHAIRMAN**

1. Present the rules of the meeting, with the counsel of the Parliamentarian.
2. Prepare and distribute an agenda for each meeting.
3. Share all pertinent information with the Vice-Chairman as a back-up procedure.

## **DUTIES OF COMMITTEE MEMBERS**

1. Study and be acquainted with current version of NGC Bylaws and Standing Rules as related to the nominating and election process, as well as the requirements and duties of NGC Officers.
2. Attend all called and regular meetings of the Nominating Committee.
  - A member who **fails to attend any one meeting**, unless excused directly by the Chairman and the NGC President due to unavoidable absence, will be considered as having resigned from the Committee and will be replaced automatically by the NGC President.
  - A member who **fails to attend any two meetings** shall be replaced automatically by the-NGC President. (*NGC Standing Rules, NOMINATING COMMITTEE #4*)

3. Keep all deliberations of the meeting in strictest confidence.
4. Use the Annual Convention in the even-numbered year as an opportunity to become acquainted with and observe performance and qualifications of the candidates recommended.

## **SECRETARY**

1. Record the proceedings of each meeting including when and where the Committee met. An accurate record of the proceedings shall be filed electronically at Headquarters.
2. Send copies of the minutes immediately after the meeting to each member of the Committee.
3. Notify the Executive Committee that letters evaluating or appraising the performance of incumbents or candidates may be sent to the Nominating Committee Chairman.
4. Retain the sealed envelopes containing the ballots of each vote until the election takes place at the Annual Convention in the even-numbered year, and the results are announced. The ballots are then destroyed.

## **APPLICATION PROCESS FOR CANDIDATES**

*(See APPENDIX for a copy of each form)*

1. A candidate must meet the eligibility requirements for the office as stated in the **NGC Bylaws, ARTICLE VIII, OFFICERS- ELIGIBILITY, Section 1. C.**
2. A candidate must have the official endorsement of the State Garden Club Governing Board for a specific office, signed and dated by the State President. (**NGC Bylaws, ARTICLE VIII, Section 1. E.**)
3. A candidate may apply for only one office. **Exception:** If a vacancy occurs in First, Second or Third Vice-President position, a candidate may be considered for a position one step higher than the endorsement.
4. The application shall include three (3) parts:
  - **Sent by the candidate** to the NGC Nominating Committee Chairman no later than April 15 in even-numbered year:
    - 1) **NGC Official Candidate Endorsement Form**
      - Stating specifically which office for which the candidate is applying.
      - Signed and dated by the State Garden Club President
    - 2) One-page **NGC Candidate Resume Form** of the candidate's related qualifications and experience. A candidate may submit a written statement of goals and ideas.
  - **Sent directly by the candidate's references to the NGC Nominating Committee Chairman** no later than April 15 in even-numbered years:
    - 3) A **maximum** of three **one-page letters of recommendation**, requested by the candidate. If the candidate is currently an NGC Officer, they do not have to file an additional three (3) letters of recommendation. The letters of recommendation were filed with the original forms when they were selected for their position as an NGC Officer. (**NGC Standing Rules, NOMINATING COMMITTEE #5**)

## **QUALIFICATIONS TO BE CONSIDERED IN SELECTING NOMINEES**

1. Each candidate should be:
  - An experienced member with vital interest in the work and objectives of NGC.
  - A worthy representative: able and willing to attend all Executive Committee and Board of Directors meetings, special called meetings and annual conventions.
  - Be aware of the financial obligations of service.
2. **PRESIDENT:** The First Vice-President becomes President-Elect on June 1 in the even-numbered year. (*NGC Bylaws, ARTICLE VIII, Section 2 and ARTICLE IX, Section 2. D*)
3. **VICE-PRESIDENTS:** See Bylaws as referred to above.
  - Candidates for Vice Presidents shall be selected with the following qualifications considered:
    - Leadership acumen.
    - Experience with NGC.
    - Effective communicator.
4. **RECORDING SECRETARY:** See Bylaws and Standing Rules.  
Candidates shall be selected with the following qualifications considered:
  - Electronically skilled with the ability for detail work within the time periods specified in Bylaws and Standing Rules.
5. **TREASURER:** See Bylaws and Standing Rules.  
Candidates shall be selected with the following qualifications considered:
  - Experience in bookkeeping, business, and investments
  - Electronically skilled.

## **INTERVIEW MEETING**

1. Notify the NGC President to place the meeting on the meeting schedule.
2. Purpose of the meeting is to select candidates with qualifications to meet the requirements set forth in the Bylaws by:
  - Weighing the merits of every proposed candidate.
  - Carefully considering the duties of the office and the capability of the candidate.
3. Consider region representation only when two or more equally qualified and equally acceptable members have applied.
4. If a member of the Nominating Committee is a candidate for an NGC Office, the NGC President shall replace the member.

## **INTERVIEW**

1. All candidates shall be interviewed by the Nominating Committee regarding qualifications.
2. Prior to the interview, the Nominating Committee jointly determines the standard questions, which will be asked. **The Chairman states the questions and guides the discussion.**
3. A candidate may submit a written statement of goals or ideas.
4. The candidate should be told the procedure for receiving notification of the decision of the Nominating Committee.

## **PROCEDURE FOR THE VOTING PROCESS**

1. Nominations are debatable but do not require a second.
2. The First Vice-President becomes President-Elect on June 1 in the even-numbered year, no vote is required for the office of the President. (*NGC Bylaws, ARTICLE VIII, Section 2 and ARTICLE IX, Section 2-1*) The office of First Vice-President shall be filled first. Each office following shall be completed before starting another.

## **VOTING**

1. Voting shall be by ballot or Voting Platform software. All members of the Nominating Committee, except the Vice-Chairman, are expected to vote by printed ballot that includes all candidates for that office. The names shall be listed in alphabetical order.
2. Voting shall take place for Virtual meetings using a Voting Platform software that allows anonymous private voting.
3. Tellers, appointed by the Chairman, shall distribute the ballots.
4. A full report by the tellers shall be given, accounting for every vote, as follows:

|                        |       |
|------------------------|-------|
| Number of votes cast   | _____ |
| Necessary for election | _____ |
| Candidate #1 received  | _____ |
| Candidate #2 received  | _____ |
| Illegal votes          | _____ |

6. The Chairman announces the results. A majority vote of committee members present shall elect.
7. If a majority vote is not reached on the first ballot, balloting shall be repeated. If majority vote is not reached on the second ballot the name receiving the lowest number of votes shall be excluded until a majority is reached.
8. Ballots for each vote are placed in separate envelopes, sealed, and given to the Nominating Committee Secretary, who shall retain them until the election takes place at the Annual Convention, and the results announced. The ballots are then destroyed.

## **NOTIFICATION**

- All candidates will be notified promptly.

Amended 1996, 1998, 2001, 2009, 2013, 2016, 2023



**APPENDIX**

**OFFICIAL CANDIDATE ENDORSEMENT FORM  
NGC ELECTED OFFICER**

**Deadline: April 15 in the odd numbered year**

**The Nominating Committee of National Garden Clubs, Inc. will consider names to be placed in nomination for the 20\_\_-20\_\_ term of office for the following offices:**

**First Vice President** \_\_\_\_\_

**Second Vice President** \_\_\_\_\_

**Third Vice President** \_\_\_\_\_

**Recording Secretary** \_\_\_\_\_

**Treasurer** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Candidate**

**Date**

**INSTRUCTIONS:**

- 1. A State Garden Club may present names for each elective office.**
- 2. A candidate may apply for only one office.**
- 3. Endorsements for candidates will be accepted no later than April 15, 20\_\_, by the Nominating Committee Chairman.**
- 4. A candidate must have the official endorsement of the candidate's State Garden Club Governing Board.**
- 5. The State President shall write a letter of recommendation for the candidate on the reverse side of this form.**
- 6. This Official Endorsement Form must be signed and dated by the State President and given to the candidate.**

**State Garden Club** \_\_\_\_\_

**Signature** \_\_\_\_\_

**State President**

**Date**

**LETTER OF RECOMMENDATION FROM STATE PRESIDENT  
FOR CANDIDATE.  
(Attach letter)**

**Signature** \_\_\_\_\_ **Date**  
**State President**

## RESUME OF CANDIDATE FOR NGC ELECTED OFFICE

**Attach  
Photograph  
Here**

**INSTRUCTIONS:** Please **type** or **print on both sides**. If space is a problem, or you prefer to use a computer, follow the format of this Resume Outline. Please keep it to **one page, two sides**. Include the way you wish to be listed in the roster, your first name, and your nine-digit zip code.

**NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**PHONE** \_\_\_\_\_ **E-MAIL** \_\_\_\_\_

**GARDEN CLUB** \_\_\_\_\_ **REGION** \_\_\_\_\_

**Position for which Endorsement is Submitted (Name only one position):**

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**Qualifications, experience, and positions held (Give dates served):**

**Garden Club (Local Garden Club and/or horticulture societies):**

**State Garden Club:**

**Region:**

**National Garden Clubs, Inc.**

**Other Organizations and Positions Held (give dates served):**

**Work Experience:**

**Educational Background:**

**Recognitions and Honors (Give brief description of awards, dates, and from which organization):**

**List NGC Conventions Attended with Year and Location:**

**Optional: Statement of goals and ideas.**

**Please Check if Applicable:**

|                                      |                          |                                    |                          |
|--------------------------------------|--------------------------|------------------------------------|--------------------------|
| <b>Flower Show Accredited Judge</b>  | <input type="checkbox"/> | <b>NGC Life Member</b>             | <input type="checkbox"/> |
| <b>Instructor Flower Show Design</b> | <input type="checkbox"/> | <b>Landscape Design Consultant</b> | <input type="checkbox"/> |
| <b>Instructor, FS Horticulture</b>   | <input type="checkbox"/> | <b>Gardening Study Consultant</b>  | <input type="checkbox"/> |
| <b>Instructor, FS Procedure</b>      | <input type="checkbox"/> | <b>Environmental Consultant</b>    | <input type="checkbox"/> |
| <b>Instructor Symposia</b>           | <input type="checkbox"/> |                                    |                          |

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**Signature of Candidate**

**Date**