

NGC NOMINATING COMMITTEE PROCEDURE MANUAL



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By NGC Organization Study Committee

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COMPOSITION OF NOMINATING COMMITTEE

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

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

- NGC Bylaws
 - ARTICLE VIII, OFFICERS ELIGIBILITY
 - ARTICLE IX, DUTIES OF OFFICERS
 - ARTICLE X, NOMINATING COMMITTEE, Section 2. Duties
 - ARTICLE XI, ELECTION OF OFFICERS
- NGC Standing Rules – NOMINATING COMMITTEE

SUGGESTED NOMINATING COMMITTEE TIME LINE

The suggested Nominating Committee time line 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.
- 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.
- Contact Chairmen of the two Fall Board Meetings and two Conventions informing them of the length of time needed for each of the four meetings after consultation with the NGC President
- Endorsement Form and/or Resume Form
 - Make any changes to either or both forms
 - Send the *Candidate Endorsement Form for NGC Elected Office* and the *Candidate Resume Form for NGC Elected Office* to the State Presidents listing procedure and requesting endorsements for nominations of officers from State Garden Clubs; distribution may be made by electronic device with hard copy to those State Presidents without email. Request acknowledgement of receipt.
 - Send a copy of Endorsement Form and Resume Form to NGC Headquarters for inclusion in packets for NGC Fall Board Meeting
 - Send a copy of Endorsement Form and 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:
 - Appoint:
 - A Secretary to take minutes
- Request time on FBM agenda to encourage applicants

October – March 15 (deadline for applications)

- **January 1 – October 31** - Obtain from the Regional Directors:
 - Names of incoming Regional Directors and Alternates
 - Names of the two incoming Nominating Committee Members and Alternates from the Regions.

March 16 – NGC Convention

- Notify the NGC President **IMMEDIATELY** for consultation with the Executive Committee in the event there are no candidates for a specific office.
 - The Executive Committee may extend the time frame for that 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 **March 15th** deadline, send copies to members of the Committee for the study of all candidates' qualifications. (**NGC Standing Rules, NOMINATING COMMITTEE**)
- Send a list of the endorsed candidates to the NGC President to be announced to the Executive Committee at the annual convention.
- Present the names of the endorsed candidates at the Pre-Convention Board of Directors Meeting (**NGC Standing Rules, NOMINATING COMMITTEE**)
- Preside at Nominating Committee Meeting at NGC Convention; agenda should include the following topics:
 - Will incumbent Vice-Presidents be interviewed if no one is running against them?
 - Length of the interview
 - Questions/format for the interview
 - Appoint 3 tellers distribute, collect and count ballots at the interview meeting at FBM

SECOND YEAR OF THE ADMINISTRATOR:

May – August

- Request letters of evaluation from members of the Executive Committee if there is any question on the performance of an incumbent.
- A message is sent to the First Vice-President stating that the Nominating Committee presumes that the First Vice-President is anticipating becoming President-Elect June 1. A written acknowledgement is requested.
- Consult with NGC President on a convenient time to interview candidates who are current officers if interviews are on a day that the Executive Committee meets.
- Contact candidates:
 - Notify if they are to be interviewed.
 - Give permission to submit written statement of goals.
 - Request any information the committee may require before the interview

- Inform of date, time and location of the interview
- Inform of any requests by the committee or guidance for what is to be brought to the interview
- Determine the procedure for notifying candidates in writing

September

- Preside at the meeting of the Nominating Committee, which will be the interviews of the candidates (*See INTERVIEW MEETING section*)
- Balloting on nominations shall take place at the time of the Fall Board Meeting in the even-numbered year.
- Give the report of the balloting to the NGC President.
- Report at the Board of Directors Meeting the completed slate of nominees (*NGC Standing Rules, NOMINATING COMMITTEE*)

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 must meet immediately to agree upon another candidate.

October – NGC Convention

- **November 1st – DEADLINE** to send the report of the Nominating Committee to the Editor of *The National Gardener* for publication in the Winter issue.
- Send the list of the incoming Regional Directors, Alternate Directors, and Nominating Committee Members and Alternates to
 - NGC President
 - President-Elect
 - Corresponding Secretary for presentation at the Annual Convention in the election year
 - Incoming Nominating Committee Chairman
 - NGC Headquarters
- Report at the Convention Meeting
 - Orally report the list of the offices to be filled and the candidate selected for each, **beginning** with the First Vice-President.
 - Report is signed by the Chairman whose name is listed first; the names of Committee Members follow.
 - The report is given to the NGC President.

GENERAL GUIDELINES

1. The Nominating Committee Members may request the counsel of the Parliamentarian. (*NGC Bylaws, ARTICLE X-NOMINATING COMMITTEE, Section 2C*)
2. A State Garden Club may present **one name** for each elective 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 (*NGC Bylaws, ARTICLE VIII, Section 1. G.*)

5. Parliamentary procedure guidelines in Committee meetings:
 - The Chairman not only has the right to make and debate motions, but also usually is the most active participant in discussions and work of the Committee.
 - The Vice-Chairman has a voice but no vote.
 - Motions to close or limit debate are not permitted in Committee.
 - Members do not rise to make motions or debate. Subjects may be discussed without a motion, but the Chairman must always put the question to vote and announce the result.

GENERAL DUTIES OF THE CHAIRMAN

1. Keep the Vice-Chairman well informed as to all correspondence and duties of the Chairman.
2. Send copies of extended agenda and other pertinent materials to the Vice-Chairman before the meeting as a back-up procedure.
3. Prepare an agenda for each meeting.
4. Contact State Garden Club for clarification if an endorsement from a State Garden Club states “a Vice-President”, instead of a specific position.

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 alternate.
 - A member who **fails to attend any two meetings** shall be replaced automatically by the alternate.

(NGC Standing Rules, NOMINATING COMMITTEE)

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 kept.
2. Send copies of the minutes immediately after the meeting to each member of the Committee.
3. Notify the Executive Committee that letters evaluating the performance of incumbents or candidates may be sent to the Nominating Committee Chairman if there is any question on the performance of a candidate.
4. Retain the sealed envelopes containing the ballots of each vote until the election takes place at the Annual Convention, 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.**
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.F)**
3. A candidate may apply for only one office. 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. The application shall include three (3) parts:
 - **Sent by the candidate** to the NGC Nominating Committee Chairman no later than March 15 in even-numbered year:
 1. **NGC Official Endorsement Form**
 - Stating specifically which office for which the candidate is applying
 - Signed and dated and in a sealed envelope by the State Garden Club President
 2. One-page **NGC Resume Form** of the candidate's related qualifications and experience
 - **Sent directly by the candidate's references to the NGC Nominating Committee Chairman** no later than March 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)

QUALIFICATIONS TO BE CONSIDERED IN SELECTING NOMINEES

1. Each candidate should be:
 - An experienced member with vital interest in the work and objectives of state, regional and national
 - A worthy representative; able and willing to attend all Executive Committee and Board of Directors meetings, special called meetings and annual conventions
 - Prepared to finance part of **the** expenses.
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. I)**
3. **VICE-PRESIDENTS:** See Bylaws as referred to above.
 - **Careful study and consideration shall be made of the qualifications of candidates for Third Vice-President.**
 - Candidates shall be selected with the following qualifications considered:
 - Loyal, responsible, considerate, tactful, fair.
 - Leadership ability, good organizer, capable of working harmoniously.
 - Well-adjusted person who can meet problems with good judgment.
 - Prompt correspondent.
 - Capable of conducting orderly meetings with poise and dignity.
 - Have high ideals, set high standards.

- Represent **NGC** with credibility and dignity at state and federal government levels, as well as within our own organization.
- Lend prestige to the office and bring honor to the organization.
- Capable of handling all duties of the office with efficiency.
- **The Vice-Presidents** selected shall be made aware of these standards:
 - The offices of the Vice-President are periods to acquaint the officers with the responsibilities of the Presidency.
 - Only by the capable completion of assigned duties, plus experience and observation, can the smooth transition from one administration to the next be assured.

4. **RECORDING SECRETARY:** See Bylaws, as referred to above.
Candidates shall be selected with the following qualifications considered:
- Organizational skills
 - An ability to do detailed work under pressure of time
 - Knowledge and skill with computers and printers

5. **TREASURER:** See Bylaws, as referred to above.
Candidates shall be selected with the following qualifications considered:
- Experience in bookkeeping, business and investments
 - Knowledge and skill with computers and printers

INTERVIEW MEETING

1. 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
 - Consider regional representation only when two equally qualified and equally acceptable members have applied
2. If a member of the Nominating Committee is a candidate for an NGC Office, the alternate Nominating Committee Member shall attend the Nominating Committee Meeting at the NGC Convention and Fall Board Meeting in even-numbered year.

INTERVIEW:

1. A candidate may be interviewed by the Nominating Committee regarding qualifications.
2. If one candidate for a specific position is interviewed, than all candidates for the same position should be interviewed. Equal time shall be given each candidate.
3. Prior to the interview, the Nominating Committee jointly determines the questions, which will be asked. **The Chairman states the questions and guides the discussion.**
4. A candidate may submit a written statement of goals or ideas.
5. The candidate should be told the procedure for receiving notification of the decision of the Nominating Committee.

PARLIMENTARY PROCEDURE FOR THE VOTING PROCESS:

1. The Regional Nominating Committee Member presents endorsed candidates from that Region.

2. Nominations are debatable but do not require a second.
3. Inasmuch as 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-I)**
4. 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. 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 is expected on each qualified person endorsed.
3. Tellers, previously appointed by the Chairman, are directed to distribute the ballots.
4. The Chairman inquires if all have voted, and then tellers collect and count the ballots. The first teller appointed reports the vote.
5. 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 shall elect.
7. If a majority vote is not reached on the second ballot, balloting shall be repeated, excluding the name receiving the lowest number of votes, 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:

1. Notification to successful candidates and unsuccessful candidates should be done as privately as possible and as soon as possible.
2. All unsuccessful candidates shall be notified as soon as or before the selected candidates are notified, in person by at least one member of the Committee.
3. Candidates for NGC Office shall be notified by the Committee of its decision on the day of its deliberation. **(NGC Standing Rules, NOMINATING COMMITTEE)**. At the interview the candidate should be told the procedure of a time and place to receive the decision of the committee. Written notification of the decision should be delivered personally by members of the Nominating Committee to all candidates. The written notification should provide for the candidates signature acknowledging acceptance/receipt of the decision. Committee Members from the Regions of the candidates are usually assigned to their respective candidates for notification.

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

OFFICIAL ENDORSEMENT FORM

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 **one name** for each elective office.
2. A candidate may apply for **only one office**.
3. Endorsements for candidates will be accepted no later than **March 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, placed in a sealed envelope and given to the candidate.

State Garden Club _____

Signature _____

State President

Date

Letter of Recommendation from State President for Candidate

Signature _____
State President **Date**

Resume of Candidate for an Elected NGC 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 _____ **FAX** _____ **E-MAIL** _____

GARDEN CLUB _____ **REGION** _____

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

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:

Please Check if Applicable:

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

Signature of Candidate

Date