

SZBA Nominating Committee

Board Member Nomination Process

The Nominating Committee, created by vote of the members attending the biannual national conference to serve for two years, is responsible for securing nominations for membership on the Board from the full and associate members, processing and vetting these nominees, and making recommendations to the Board. Those who are appointed for membership by the Board from the list are to take their seats on the Board at the biannual national conference. If a seat becomes available during the interim, the Board may appoint an alternative, or seek the assistance of the Nominating Committee.

1. Six months prior to the national conference, a letter written by and from the Nominating Committee will be sent to the entire SZBA membership by the Director, both via email and U.S. mail, to ensure that everyone is informed of the Board nomination process. This letter will include and accomplish the following:
 - Introduce the members of the Nominating Committee.
 - State the current Board composition; remind the members that the By-laws specify that 5-15 members may serve at any one time; not more than 20% of the board may comprise associate members; and indicate who is leaving the Board and needs to be replaced at the coming fall conference. Boards at various times have found that there is an optimal number to work with and therefore may feel it is not necessary to fill all 15 seats. The Nominating Committee should follow a Board's preferences and make recommendations consistent with its wishes.

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- Inform the membership of Nominating Committee's charge to consider issues of geography, gender, race, age, lineage, and size of organization in an attempt to construct a broadly balanced Board membership as well as find new members who are dedicated to the overall welfare of SZBA and willing to work on behalf of the whole membership, not merely represent a constituency.
- Solicit nominations for Board membership to fill upcoming vacancies. This is one way the general membership influences the future of the SZBA. A name may be placed in nomination without knowledge of a person's availability to serve, since the Nominating Committee will contact all those nominated to explain to them the expectations placed on Board members and determine their willingness to serve. Names may be placed in nomination by all members of the SZBA, including Board members, with the exception of those serving on the Nominating Committee, in order that they may exercise impartiality in their deliberations and recommendations.
- Nominations should go to the SZBA Director and must be received by a deadline that is within two months. The director will forward all names received to the Nominating Committee. Each Nominating Committee is free to design its own process for recommending nominees, but this process should use an agreed series of questions for nominees and a clear explanation of the duties of a Board member.
- A list of all full and associate members should accompany the letter to assist in the nomination process.

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2. One month after the initial request for nominations, a reminder letter or post card will be sent, again seeking nominations by the due date.

3. Not longer than 15 days after the close of nominations, the Nominating Committee will review submitted nominations and contact each candidate concerning their willingness to serve. The Nominating Committee will also discuss candidates' backgrounds with them and explain what would be expected of them as a member of the board.

4. Two months prior to the national conference, the Nominating Committee will send the list of candidates and their recommendations to the Board. The Board is free to request additional information about a candidate should it feel necessary. Those chosen by the Board from the list will take office at the conclusion of the national conference meeting.