**CAFP NOMINATIONS COMMITTEE**

**PURPOSE:**

The CAFP Nominations Committee’s duties shall be to

Solicit nominations from the membership and to

Choose from those nominations which nominees to put forward for open positions for the board of directors, delegates, and executive committee

The committee will use the following guidelines for candidate selection:

-The nominating committee is authorized to present the most qualified and appropriate nominees to meet the needs of the board.

-Board members may serve up to two full consecutive terms, not counting service on the executive committee, if determined appropriate by the nominating committee. This limitation does not apply to resident or student service on the board.

-Past officers will not ordinarily be considered for nomination as a Director.

-The nominating committee could make an exception to the above limitations based on needs of the board.

**HOW COMMITTEE MEMBERS ARE CHOSEN:**

At least ninety (90) days before the Annual meeting each year the President shall appoint a nominations committee to include the three (3) most recent past Presidents of the Academy who are able to serve.

**HOW COMMITTEE CHAIR IS CHOSEN:**

The Chair of the Board shall chair the nominations committee.

There is no co-chair.

**CURRENT PROJECTS:**

Emails blasts are sent to all CAFP members soliciting nominations for the board vacancies beginning in September with a deadline of Dec. 1.

Nominations received are then put on a draft ballot by the CEO. The ballot and bios are sent to the Nominations Committee for approval.

The approved ballot is sent via email as a survey monkey format to CAFP members in December or January with a deadline of Feb. 1 or Feb. 15 depending on when the ballot was emailed out.

**MEETING FREQUENCY, DURATION, AND MODE:**

If discussion is needed to approve the ballot, the Nominations Committee meets by conference call during the second week of December or if the deadline needed to be extended, then by conference call during the first week of January.

Results of the ballot vote are emailed to the Nominations Committee after the voting deadline. If needed, the Nominations may meet by conference call or may approve the vote results via email.

**STAFFED BY:**

The Nominations Committee is staffed by the CEO.

**HOW COMMITTEE WORK IS REPORTED TO THE BOARD:**

The Chair of the Board will report the vote results via email to the board or at the next board meeting.