

Guidelines for Conduct of the Executive Committee Appointments 2023

Bylaws, Article 10.10: “Council, by regulation, shall establish guidelines for conduct of the Executive Committee appointments.”

1. The Nominating Committee will select its own chair and will begin its work in a timely way and in accordance with the Constitution and Bylaws. The chair must keep a record of and acknowledge all correspondence in a timely and collegial manner.
2. Discussions at the Nominating Committee will be treated as confidential.
3. The Nominating Committee must set the dates on which the nomination period begins and ends and must make these and any other key process dates clear to UTFA Council.
4. The Nominating Committee will review the guidelines, and if needed clarify ground rules and/or update the Nominating Committee guidelines. The Chair must bring proposed amendments to these guidelines, if any, before the Executive Committee and Council for approval in a timely manner.
5. The Chair of the Nominating Committee will ask those members of the Executive whose terms are expiring but who have not reached the six-year limit for their positions, if they will seek nomination for another term. Incumbents seeking this continuance must be nominated according to the rules and procedures set out in Article 10 of the Bylaws and Article 9 of the Constitution. The Chair of the Nominating Committee will inform Council of current executive members’ intent to seek this continuance.
6. Members of the Executive Committee whose term is expiring or intend to step down mid- term must declare to the Nominating Committee their intention to return to the Executive Committee—or not—by **March 24**. If an Executive Committee member declares in writing (email) that they will *not* return to an Executive Committee position, that declaration may *not* be reversed. Any member of the current Executive Committee whose term is expiring shall be deemed not to be returning to their position on the Executive Committee if they do not respond by the deadline.
7. In compiling a slate of nominees pursuant to Article 9.2 of the Constitution, the Nominating Committee shall solicit and consider recommendations from the incumbent President, Executive Committee members, and Council.
8. A slate of nominees from the Nominating Committee shall be communicated in writing by email to all members of Council no later than May 1. In no way shall the recommendations of the Nominating committee be interpreted as other than recommendations.

9. After the Nominating Committee has communicated the slate of nominees to Council, further nominations will be accepted by the CRO until May 10, in accordance with the Constitution and Bylaws. A minimum of two members of Council shall be required to nominate any additional Executive nominees. Members are not able to self-nominate.
10. No later than May 11, all nominees are expected to submit a short (maximum of one page/approximately 300 words) statement that outlines their goals for serving on the Executive Committee in that position. Alternatively, the nominee may describe their goals orally in the time allocated to them at the May Council meeting. Statements are to be submitted to the chiefreturningofficer@utfa.org.
11. After the close of nominations, the CRO will distribute the full list of nominees (i.e. the slate proposed by the Nominating Committee and any further nominees) and the submitted statements by writing by email to all members of Council.
12. If there is more than one nominee for a position, each nominee for that position will have an opportunity to speak at the May Council meeting, for no longer than three minutes. These presentations will occur prior to the election during the May meeting. The CRO will adjust the time allocation for the nominees to speak so that the election process can be completed within the May Council meeting time frame.
13. No member of the Nominating Committee may run for an Executive seat or for UTFA President in the current round of elections/appointments. Any Nominating Committee appointee who decides to run for President or for an Executive seat must resign from the Nominating Committee before it meets for the first time.
14. The CRO will conduct elections at the appropriate Council meeting where more than one candidate is nominated for an Executive Committee seat. The CRO is encouraged to work with the Nominating Committee to bring forward any further guidelines for approval by UTFA Council.
15. Any disputes related to the work of the Nominating Committee should first be brought to the Chair of the Nominating Committee. If further discussion or clarification is needed, questions may be brought to the CRO.