

**Executive Committee Nominations: Note the following from the Bylaws. Article 10.10 states, “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 will accept nominations in writing, through email, to the Nominating Committee Chair, in accordance with the Constitution and Bylaws. Members may self-nominate. The Nominating Committee must make clear to UTFA Council the dates on which the nomination period begins and ends.
4. If the Nominating Committee finds it necessary to establish ground rules or an additional brief guideline, the Chair must bring said proposals before the Executive Committee for approval in a timely manner.
5. Some members of the Executive Committee will want to know who the new UTFA president is before committing to continue to serve on the Executive Committee. Members of the Executive Committee must, however, declare to the Nominating Committee their intention to return to the Executive Committee --or not--by **April 8**, which is after the results of the election will be announced. 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 shall be deemed not to be returning to their position on the Executive Committee if they do not respond by the deadline when the Chair of the Nominating asks whether or not the member is returning.
6. No member of the Nominating Committee may run for an Executive seat or for UTFA president in the 2020 round of elections/appointments. Any Nominating Committee appointee who decides to run for office or for an Exec seat must resign before the Nominating Committee meets for the first time.
7. The Nominating Committee must adhere to all deadlines set out in the UTFA constitution and bylaws.
8. 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.