

	Friendship Quilters Of Linthicum Guild	Standard Operating Procedure		Effective Date	Page
		Nominating Committee	FQG- 11	10/01/2023	1 of 1

Supersedes	1/7/16 – Standard Operating Procedure for Nominating Committee of Guild
Current and Previous Chairpersons	See Website
Job Description	The Nominating Committee is responsible for soliciting candidates for Executive Board member elections Being a member of the Nominating Committee is a volunteer position. Will attend Board Committee Chair meetings when relevant.
Procedure	The following table identifies the actions to be performed and the individual or function responsible.

	Item	Action
Nominating Committee	1.	The President will appoint a Chairperson no later than March. The Chairperson shall choose two members for the committee which will solicit candidates for office.
	2.	The slate of officers in even numbered years will consist of nominees for President and Secretary who will serve a term of two years.
	3.	The slate of officers in odd numbered years will consist of nominees for Vice President and Treasurer who will serve a term of two years.
	4.	The Slate of nominees will be presented to the membership at the April meeting.
	5.	Other nominations can be taken from the floor at the April meeting and prior to voting at the May meeting.
	6.	The slate of officers shall be voted on at the May meeting and installed at the June meeting per the term limits outlined in Article V of the By-laws.
	7.	Transition from old to new will occur during the month of June.