

**AMERICAN COLLEGE HEALTH ASSOCIATION (ACHA)
BOARD OF DIRECTORS
POLICY AND PROCEDURE
(BOD P/P)**

BOD P/P Number:	2006-7	Date Established: September 29, 2006	
		Date Revised:	
Reference:	Board Bulletin Board Vote	Term:	1 Year
			2 Years
		X	Indefinite

BOD P/P Title:	NOMINATING COMMITTEE
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BOD Authority:	ACHA Bylaws, Article VIII, Section 1; Article IX, Section 2; Article X, Section 5.
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Purpose:	To set forth policy and procedure to guide the Nominating Committee in accomplishing its responsibility to present a slate of candidates for national election to the voting membership.
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Policy:	The Nominating Committee shall nominate association officers and regional representatives in accordance with the ACHA Bylaws and in accordance with a timetable established by the ACHA national office in order to adhere to scheduling requirements for elections set forth in the ACHA Bylaws.
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Procedure:	<p><i>A. National Officers</i> – Working with the ACHA national office staff, the Committee shall solicit nominees for President-elect (annually) and for Vice President and Treasurer (alternating years).</p> <p>Potential nominees will be asked by a Committee member to confirm their willingness to run and serve if elected and to forward an electronic copy of their current CV or resume (including all ACHA-related activities) to the ACHA national office for distribution to the Committee.</p> <p>ACHA national office staff will determine the potential nominee’s eligibility to serve in accordance with the requirements of the ACHA Bylaws and inform the Chair of the Committee accordingly. If a potential nominee is ineligible to serve, the Chair shall inform the potential nominee and the individual will be eliminated from further consideration.</p> <p>Upon evaluating the credentials of potential nominees, the Committee will forward one or more candidates for each office to the ACHA national office for inclusion on the national ballot.</p> <p>All nominees who agreed to have their nomination considered by the Committee will be informed of the Committee’s decision regarding their nomination by the Chair of the Committee.</p> <p>In order to better inform the voting membership, the Nominating Committee may require candidates to submit answers to questions related</p>
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	<p>to their background and stance on issues relevant to ACHA as well as other material such as a current photograph. This information will accompany the ballot provided to voting members.</p> <p><i>B. Regional Representatives</i> – In the appropriate year (three of six Regional Representatives are elected each year) and working with the ACHA national office staff, regional members of the Committee shall solicit nominees for Regional Representative for their particular region.</p> <p>Potential nominees for a particular region will be asked by the relevant regional member of the Committee to confirm their willingness to run and serve if elected and to forward an electronic copy of their current CV or resume (including all ACHA-related activities) to the ACHA national office for distribution to the Committee.</p> <p>ACHA national office staff will determine the potential nominee’s eligibility to serve in accordance with the requirements of the ACHA Bylaws and inform the Chair of the Committee and the relevant regional member of the Committee accordingly. If a potential nominee is ineligible to serve, the relevant regional member of the Committee shall inform the potential nominee and the individual will be eliminated from further consideration.</p> <p>Upon evaluating the credentials of potential nominees, the Committee will forward one or more candidates for each Regional Representative to the ACHA national office for inclusion on the national ballot (though only voting members from a particular region can vote for the Regional Representative for that region).</p> <p>All nominees who agreed to have their nomination considered by the Committee will be informed of the Committee’s decision regarding their nomination by the relevant regional member of the Committee.</p> <p>In order to better inform the regional voting membership, the Nominating Committee may require candidates to submit answers to questions related to their background and stance on issues relevant to ACHA as well as other material such as a current photograph. This information will accompany the ballot provided to voting members.</p>
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Resources:	National Office	Volunteer
Human:	Nominating Committee Staff Liaison Membership Coordinator Web Manager Communications Coordinator	Nominating Committee Chair Nominating Committee Regional Representatives
Financial:	As budgeted annually	
Other:		