

**OPERATING CODE OF THE
NOMINATING COMMITTEE OF NCAAHPERD-SM
Approved, September 1986 Revised, November 1994, April 2013, June 2020**

- I. NAME
 - A. The name of the committee shall be the Nominating Committee of the North Carolina Alliance for Athletics, Health, Physical Education, Recreation, Dance and Sport Management (NCAAHPERD-SM).

- II. PURPOSE
 - A. The Committee is responsible for nominating candidates for the office of Vice President of the Alliance and for such other selections as are set forth in this operating code and in the Constitution and By-Laws of NCAAHPERD-SM.

- III. ORGANIZATION
 - A. The Past President of NCAAHPERD-SM shall serve as the chairperson of this committee.
 - B. The President of the Alliance shall be an ex officio member of the committee.

- IV. DUTIES AND RESPONSIBILITIES
 - A. The Nominating Committee shall be composed of the Past President of each Association (excluding Student Majors Association). The Past President of the Alliance is the Chairperson of the Committee.
 - B. The Nominating Committee shall be activated at least six months prior to the annual fall convention.
 - C. The Nominating Committee shall call for nominations from professional, honorary life, and retired members of the Alliance.
 - D. The Nominating Committee shall nominate at least two candidates for Vice President of the Alliance.
 - E. The nominees for Vice President shall be of the opposite sex from the current Vice President.
 - F. The Nominating Committee shall receive written acceptance from all candidates before placing their names on the slate.
 - G. The slate of nominees shall be published in an Alliance publication or communication at least 30 days prior to the annual fall convention.
 - H. Obtain a biographical sketch of each candidate and make this information available to members of the Alliance in a publication or communication at least 30 days prior to the annual fall convention and at the time of voting.
 - I. Prepare ballots for members of the Alliance to vote when they register at the Alliance meeting, during the annual fall convention, or at another time approved by the Board

of Directors.

J. Tally the votes and give the results to the President for the announcement.

V. WORKING PROCEDURE

A. A letter is sent from the chairperson to each member of the committee as soon as the committee is organized. The letter shall include a request for making nominations by an early designated date.

B. When the chairperson receives suggestions of nominees, he/she checks them for current membership in the Alliance. He/she then compiles a list of nominees for Vice President and returns it to committee members who rank the nominees.

C. From these rankings, the chairperson makes a list of nominees for each office. A letter is sent to the two top nominees informing them of their selection and asking their permission to put their names on the ballot.

D. If the two top nominees do not agree to run, the chairperson contacts the next two on the list, and so on, until the ballot is completed.

E. The chairperson sends a letter of confirmation to each nominee who agrees to run, along with a request for biographical data. The nominee is informed that this data will be made available to the Alliance membership.

F. The final slate of nominations is sent to committee members and to the President of the Alliance as soon as it is completed, which should be no later than June 1.

G. Election procedures at the annual fall convention of the Alliance:

1. Ballots are prepared in advance.

2. If the election is held in-person, a voting box is obtained from the Executive Director and placed in a strategic location near or on the registration table.

3. Biographical data are made available at the voting box or linked to the ballot if the election is held online.

4. Times for voting are announced in the convention program.

5. When voting is complete, the chairperson and committee members tally the votes.

6. The chairperson presents the results of the election to the President.

H. The Chairperson sends a financial report of expenses incurred by the committee to the Executive Director of the Alliance before the convention begins.

I. The chairperson transmits the files of the committee to the new chairperson as soon as the latter is appointed.

I. REVISION OF THE CODE

A. When the election has been completed, the chairperson requests from committee members their comments on committee procedures and suggestions for revisions of the Operating Code.

B. The chairperson presents desired revisions of the code, in writing, to the Constitution Committee and the Board of Directors for their consideration.

- C. Changes in the purpose and organization of the Convention Committee or in the operating code are subject to the approval of the Alliance Board of Directors.
- D. No portion of this code shall conflict with the Constitution and Bylaws of NCAAHPERD-SM.