

Society for Range Management Nominating Committee Handbook

Updated July 2021

I. Introduction

The Nominating Committee of the Society for Range Management is responsible for calling and receiving nominations from the SRM sections, committees, and membership at large and preparing a list of candidates qualified for elective office. The committee forwards that list of candidates to the Executive Vice President for approval by the SRM Board of Directors. The ballot will be formed from that approved list for the membership at large to elect the Society's officers and directors. It is essential that the actions of this Committee be careful, fair, judicious, timely, and confidential.

Definitions:

- Nominees—SRM members whose names are submitted to the Nominating Committee by SRM Sections, SRM members, SRM committees, and members of the Nominating Committee
- Candidates—nominees selected by the Nominating Committee and submitted to the EVP for approval by the SRM Board of Directors to be placed on the ballot

II. Structure of the Nominating Committee

A. Chair

After serving as Chair-Elect for 1 year, this committee member transitions to a 1-year term of Chair of the Nominating Committee following the SRM annual meeting.

B. Chair-elect

The SRM President, or his/her designee, shall appoint an SRM member to serve as Chair-elect for a 1-year term. The Chair-elect will serve a subsequent 1-year term as Chair of the Nominating Committee following the SRM annual meeting at the end of his/her term as Chair-elect.

C. Membership

The Nominating Committee shall consist of nine members including the Chair and Chair-elect, each serving a three-year term. Committee members are normally selected to represent different geographical areas, thus providing a broad-based geographical

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representation of the Society membership. Three new Committee members shall be appointed each year by the SRM President, or his/her designee.

D. Subcommittees

The Chair of the Committee may appoint sub-committees, but generally the Committee functions as a single unit in the selection of candidates for Society officers and directors.

III. Functions of the Nominating Committee

A. Duties and Responsibilities

1. Complete all Committee business in a timely manner as prescribed by the Society Bylaws.
2. Solicit nominations of SRM members for SRM Second Vice President and Directors from Sections, members at large, committees, and members of the Nominating Committee. Requests for nominations may occur using emails, phone calls, letters, calls for nominations via SRM member publications, and other methods.
3. The Committee will contact nominees to verify their willingness to serve and, if willing, request required documentation.
4. The Committee will verify the eligibility of nominees as stated in the bylaws Article I Section 2(a) and Article II Section 4.
5. The Committee will interview all eligible nominees as part of the selection process for developing the final slate of candidates.
6. From nominees submitted, the Nominating Committee shall select from the Society membership two (2) candidates for Second Vice President and four (4) candidates for Director. This duty of the Committee must be completed and presented to the Executive Vice President prior to the beginning of the Annual Meeting.

B. Tasks

1. Work with the Board of Directors to establish operating guidelines and candidate selection criteria.
2. Develop a database of potential nominees for the positions of Second Vice President and Directors. This will be done by:
 - i. Soliciting nominations through SRM member publications, emails, letters, phone calls, and other methods
 - ii. Receiving nominations from SRM members, Sections, and committees
 - iii. Reviewing lists of SRM members who have served on committees, formerly served on the SRM Board of Directors, have been previously nominated, etc. This database will be developed, updated, and maintained by SRM staff. Nominees considered for 2nd VP do not have to have served on the Board of Directors.

3. There is no intent to require that potential nominees appear on the database of potential nominees prior to their nomination as an officer or board member. It is intended to serve as a resource and starting point for the Committee each year.
 4. Receive nominations from all sources.
 5. Contact nominees to verify willingness to serve.
 6. Request required documents from those who are willing to serve as stated in the bylaws Article III Section 3.
 7. Verify eligibility of nominees as stated in the bylaws Article I Section 2(a) and Article II Section 4.
 8. Interview nominees to assist in the selection process. This should occur prior to the SRM annual meeting
 9. Rank nominees by poll of Committee members.
 10. Report results to the Executive Vice President prior to the SRM annual meeting
 11. Notify all successful candidates and unsuccessful nominees before the final slate of candidates is announced.
- C. Meetings
1. Committee meetings may occur throughout the year to provide updates on meeting committee goals and tasks. These will mostly be virtual meetings.
 2. Meetings will be conducted virtually to meet with and interview nominees prior to the SRM annual meeting.
 3. The Committee will meet virtually, prior to the SRM annual meeting, to review nominee qualifications, rank nominees, and select the slate of candidates.
 4. The committee will meet at the SRM annual meeting to review the work of the prior year and to map out the work of the committee for the upcoming year.
- D. Responsibilities of the Chair, Chair-elect, and Members
1. Chair
 - i. Prepare an annual plan of work for the Nominating Committee, with input from the Chair-elect and committee members
 - ii. Act as liaison between the committee and the SRM President, BOD, and other SRM committees on matters regarding nominations for officer and directors
 - iii. Submit an annual report of activities to the President prior to the end of the Annual Meeting. The annual report will include Nominating Committee recommendations for consideration by the Board of Directors
 - iv. Represent the Nominating Committee before the Board of Directors as needed.
 - v. Call meetings of the Nominating Committee. Prepare agendas and chair all meetings.
 - vi. Forward the slate of candidates prepared by the Committee to the Executive Vice President prior to the SRM Annual Meeting.
 - vii. Notify all successful candidates and unsuccessful nominees before the final slate of candidates is announced
 - viii. Delegate responsibilities when temporarily unable to perform duties.

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- ix. Appoint subcommittees when appropriate
2. Chair-elect
 - i. Assist the Chair with his/her duties as requested.
 - ii. Assume Chair responsibilities when current Chair is temporarily unable to perform duties.
3. Committee Members
 - i. Attend and participate in Nominating Committee meetings
 - ii. Respond to and carry out Nominating Committee assignments within the committee timeline and/or the time period set by the Chair
 - iii. Actively solicit nominations of SRM members for Second Vice President and Director
 - iv. Maintain confidentiality of nominee names and information

IV. Required Information for Nomination Packet

A complete nomination packet should include:

- a. Nominee's full name, address, phone number, and email, and the office for which they are being nominated
- b. 2-page (maximum) biographical sketch highlighting the nominee's qualifications (including education, employment, professional emphasis, SRM and other activities, and honors, awards, and recognitions)
- c. 1-page (maximum) statement of why the nominee wants to serve as an officer or director.
- d. A cover letter with:
 - i. A statement from the nominee consenting to the nomination and asserting his/her willingness to serve
 - ii. Evidence that the nominee's Section, if applicable, has been notified of and supports the nomination
- e. "Seconding" letters will not be accepted as part of the nomination packet.

Each nomination shall be submitted as a separate packet to the Chair of the Nominating Committee.

V. Schedule and Timing for Committee Action

A. Gathering Nominations

1. Nominee qualifications. Nominees for Board of Directors or 2nd VP must be members of the SRM. Nominees considered for 2nd VP do not have to have served on the Board of Directors.
2. Nominating database. The Nominating Committee will work closely with the SRM EVP and staff to maintain a database of SRM members identifying potential candidates. The list can include past and current board members and officers who have served on the parent society Board of Directors, past and current committee

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chairs of the parent society, past and current section leaders (directors, officers, committee chairs), previous candidates, and other active SRM members.

- a. Contacting members. On an as-needed basis, the Chair with assistance from committee members, will contact Section Presidents, current parent society board members and officers, and parent society committee chairs to solicit names and update the nominating database of potential candidates to run for Board of Directors and/or 2nd VP.
 - b. A member can be nominated or self-nominate without being previously listed on this database. This database is intended to serve as a resource and starting point for the Committee each year.
3. Nominating timeline.

May 1: The Chair will start the nomination process by submitting to the Office of the EVP an announcement regarding nominations to appear in communication platforms (June-August).

Summer: The Committee should meet 3 or 4 times to build a pre-slate (10-12 names) of potential nominees. If needed, the Chair provides a report to the Board of Directors on Committee matters. As needed, the Chair will work with the Board of Directors to establish or revise the operating guidelines and selection criteria for the candidate selection process.

October 1: The Committee shares a pre-slate (10-12 names) of nominees with the EVP to have the Office of President send a formal letter with SRM letterhead to encourage each nominee to run for Director or 2nd VP. The letter is a form letter with copies (cc) to the Nominating Committee Chair and the SRM President. Responses are tracked and noted in the nominating database. Chair will work with potential nominees to receive their packet.

November 1: The sitting President should call the unsuccessful candidates from the current election cycle to encourage them to consider running for the next election cycle. The President will then contact the Chair to communicate the unsuccessful candidate's response.

November 15: The deadline for receiving nomination packets for Second Vice President and Board of Directors from members of the Nominating Committee, SRM Sections, and SRM members. Letters to nominees received after Oct. 1 will be sent by the committee.

December 1: The Chair shall submit to the Executive Vice President the names of nominees received to verify membership status.

December 15: The Executive Vice President's office provides its findings on eligibility of prospective nominees to the Chair with respect to current membership. The Chair may add (between Dec 15 and Jan 1) additional names to the nominations list based on the results of the current election if unsuccessful candidates agree to be nominated again.

January 1: The Chair prepares and sends to each Committee member the nominating packet for all nominees for Second Vice President and Directors. Committee members will pre-rank the nominees and return their ranking to the Chair. The Chair also schedules 30 minute virtual interviews of the nominees to take place prior to the Committee's meeting at the Annual Meeting.

Interview questions

1. What is your vision for the future of SRM?
2. What are your ideas for recruiting and retaining SRM members?
3. What is your vision of the relationship of SRM with other professional societies?
4. What do you think SRM needs to do internationally or what should be the role of SRM at the international level?
5. Are you aware of the time commitment and the economic resources this position requires?

Only 2nd VP Candidates

6. Having already articulated your personal vision for the future of SRM, can you please tell us 1 or 2 smaller issues that you would immediately address, and 1 or 2 big picture issues that you would take on if elected 2nd VP of SRM?

Prior to the SRM Annual Meeting (virtually): The Nominating Committee will meet to review the nominees and select those nominees that will be submitted as candidates for Second Vice President and Director positions. The Chair will ensure that the selections are made in accordance with the Committee's procedures and operating guidelines that have been approved by the Board of Directors.

The Chair will then provide the list of selected candidates to the Executive Vice President at the conclusion of Nominating Committee's meeting.

Prior to the announcement of the final slate at the annual meeting, the outgoing Chair will write letters to formally notify the successful candidates and unsuccessful nominees of the nomination results.

B. Election Protocol

1. The SRM Office of the Executive Vice President will handle the elections. The Chair of the Nominating Committee will do the following:

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One month after the annual meeting and the announcement of the slate of candidates for the Board of Directors and the 2nd VP has been made, the Chair will contact the candidates and ask them to send to the EVP a head and shoulder photo and a 250 word campaign statement by May 1st. They will be asked to please consider the following questions:

- i. What do you view as the pressing issues facing SRM?
 - ii. What will be your priorities while in office, if chosen to serve?
 - iii. What new directions(s) do you think SRM should work on?
- a. Summer: communicate with the EVP and staff to ensure that the announcement of the slate of candidates (pictures and campaign statements) will be published in SRM communication platforms in September.
 - b. November 15: President will contact all candidates to let them know of the results. The Chair will be notified of the results of the elections and will contact the unsuccessful candidates to confirm that they want to be considered in the coming year's nomination process and request any updates to their nomination packet.