**UAFCS Nominating Committee**

**The Nominating Committee Shall:**

-Consist of three members elected for two year terms.

-Two members shall be elected in the even numbered years and one member shall be elected in the odd numbered years.

-They shall assume office following the UAFCS annual meeting after his/her election. Committee members shall be active or supporting members.

**ELECTION PROCEDURES**

**Section 1:**

A. The elections of Affiliate officers and subject matter chairpersons shall be conducted electronically. (Amendment approved by membership 11/2013)

B. Ballots shall be emailed from the nominating committee to each individual member whose name appears on the current/updated membership list provided by AAFCS, accepting pre professional and honorary members.

C. Ballots shall be e-mailed to members by one month before the UAFCS annual meeting.

D. Ballots shall be returned to the chairperson of the nomination committee.

E. The closing date for the receipt of ballots shall be stipulated by the election committee and indicated on the ballot. The election committee will inform the newly elected officers of their new positions on the UAFCS board in a timely manner so they may be sworn in at the UAFCS annual meeting and assume office following that meeting.

**Section 2**. Elections shall be by majority of votes cast.

**Section 3**. In case of tie votes, the tie will be broken by the board of directors.

**Section 4**. The president shall appoint members to fill unexpired terms in the case of vacancies in elected offices except the president elect.

**Section 5**. In the case of vacancy in the office of president elect, the board of directors shall fill the unexpired term with an individual who meets the identified qualifications.

**Section 6**. In the case of vacancy in the president's office, the president elect shall fill the unexpired term.

**ROLE OF OFFICER**

**The Nominating Committee Shall:**

1. Identify offices/officers to be elected;

2. Select members that are willing to run for office;

3. Prepare and mail the official election ballot;

4. Conduct the official elections;

5. Tally votes and notify membership of newly elected officers.