

**MN FAIR Plan**  
**Officer Nomination Procedure**

**A. Representation**

This committee will consist of 3 persons. The Officer Nominating Committee and the Committee's Chair will be named by the Board Chair, subject to the approval of the balance of the Board. No more than one current Officer may serve on the Officer Nominating Committee.

**B. Committee responsibilities and duties**

1. It is the responsibility of the committee to secure candidates and present a slate of qualified, acceptable leadership candidates to the board for a vote.
2. The committee will conduct its business via meetings, conference calls, or email, as deemed necessary by the committee chair.
3. Copies of all committee action notes, and minutes will be forwarded to and retained at the Fair Plan office. All such documents or communications and specific discussions related to potential candidates are confidential.

**C. Committee chair responsibilities and duties**

1. Review the policies and procedures of the nominating committee with the committee members and insure that all activities of the committee are in compliance.
2. Develop a schedule to include:
  - Date for receipt of nominations.
  - Date of conference call or meeting to select slate of nominees.
3. Ensure all potential nominees are notified of the final ballot.
4. The ballot will include at least one candidate for each position.
5. Conduct the election at the annual meeting in March.

**D. Committee member responsibilities**

1. Committee members will recruit potential candidates with an interest in leadership.
2. Committee members will participate in the nominating committee meeting(s) to select the slate of candidates for presentation to the board.

**E. Candidate recruitment and selection**

1. Candidate solicitation shall begin with a Call for Nominations emailed to current board members no later than 30 days prior to the election meeting. The nominating committee will actively recruit potential nominees during this time. The nomination forms will be returned directly to the chairman by the specified date.
2. The committee will review and discuss potential nominees for each office. After thorough review and discussion, the list of candidates shall be prepared for inclusion in the annual March meeting agenda.

**G. Ballot and elections**

1. The slate of candidates will be emailed to all eligible members for voting not less than fourteen (14) days prior to the election meeting.
2. Candidates shall be elected by plurality of votes cast at the election meeting.
3. The ballots shall be retained in the office for a period of one year and then destroyed.

**H. Nominating criteria**

1. All potential nominees must be active members in good standing. (Members are considered to be in good standing if they attend at least 75% of all scheduled meetings, including quarterly board meetings and committee meetings, in person or electronically.) Appeal meetings are not included in computing attendance percentage.
2. One or more candidates may be placed on the ballot of candidates for each position, with the provision for write-in candidates.
3. The prepared ballot of candidates shall represent the majority vote of the committee.