

# California Association of Criminalists – Nominating Committee

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## 1. Committee Responsibility

- 1.1. It is the function of the Nominating Committee to present the membership with a selection of individuals who are willing and able to serve the Association and can be expected to perform well in office based on past service or reputation.
- 1.2. The present Board of Directors is made up of nine voting members. Elections are held yearly at the Spring Seminar. With the exception of President-Elect, offices are up for election in alternating years. The staggering of some of the terms provides stability and continuity to Board activities and on-going business.
- 1.3. In even numbered years, the committee is responsible for providing candidates for the following offices: President-elect, Regional Director North, Recording Secretary, and Membership Secretary.
- 1.4. In odd numbered years, the committee is responsible for providing candidates for the following offices: President-elect, Regional Director South, Editorial Secretary, and Treasurer.
- 1.5. With the exception of President-Elect, all Board positions are a two year commitment. President-Elect is a three year commitment which begins yearly by the election of an individual to the office of President-Elect. The first year is served as President-Elect, the second year as President, and the third year as Immediate Past President. Office changes during the three year period occur automatically and without renewed approval of the membership. Descriptions of each office can be found in the CAC By-Laws and on the CAC website.

## 2. Suggested Procedures

- 2.1. Announce to the membership the positions which will be coming up for election and the names of the Nominating Committee members. This announcement can through the CAC News, at meetings, on the CAC website and/or through the membership email distribution list.
- 2.2. Refer members to the current duty statements on the CAC website for each Board position.
- 2.3. Encourage CAC members willing to serve to contact one of the committee members. Also contact individuals you or your committee members think might do well in office.
- 2.4. Solicit suggestions from the current Board members.
- 2.5. Inquire if current Board members are interested in running for re-election.
- 2.6. It may be easiest to divide all the member laboratories into geographical groups (one group for each committee member).
- 2.7. Have each committee member phone a CAC member in each lab in their group and solicit nominations. The committee members should stress the duties and commitments required for each office. The potential nominees should be compiled by the Chairperson and the list distributed to the full committee.

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- 2.8. Contact through committee members all individuals suggested for office to determine if they are interested in running for office and if they understand the duties of that office. To avoid hurt feelings it should be made clear that the names of persons suggested will be submitted to the full committee for consideration and that initial contact does not mean that their names will necessarily appear on the ballot.
  - 2.9. Discuss in committee (by phone or email) the names suggested.
  - 2.10. If a large number of names are suggested for a single office, try to reduce the number to the two or three best qualified for each position.
  - 2.11. As a courtesy, check with the current President-Elect to see if he or she feels they would have any difficulty working with any of the potential candidates.
  - 2.12. Ask each potential nominee to review the current duty statements on the CAC website. Ask each individual to carefully consider the duties of the office including their responsibility as a Board Member in handling ethics matters. You may wish at this time to inform them of the names of other individuals also under consideration for the same office. This is a simple courtesy since some people may not wish to run against certain other individuals. Give a deadline and ask for a response.
  - 2.13. Those wishing to be candidates for office should be asked to provide a short biographical statement and a photo for publication in the CAC News.
  - 2.14. Prepare a report for the Board of Directors and obtain approval, or an indication thereof. All nominations should be submitted by the winter Board of Directors meeting, and no later than March 1.
  - 2.15. Submit the candidate statements and photos for publication in the CAC News by March 1<sup>st</sup>.
  - 2.16. Coordinate with the Recording Secretary for ballot printing. If necessary, submit receipts for printing and mailing to the Treasurer.
  - 2.17. Make a list of persons contacted who expressed interest in running for office at a later date to give to future nominating committees.
- 3. Considerations when selecting nominees for all offices (these are not requirements of the office, but simply suggestions of qualities to consider)**
- 3.1. The candidate is familiar with the duties of the office and still interested in the position.
  - 3.2. Has time to attend the Board meetings for the duration of the term of office.
  - 3.3. Constantly promotes the CAC in a positive manner.

## **4. Considerations when selecting nominees for President-Elect**

- 4.1. Ideally has past Board experience in which performance of duties was good (a list of prior Board members can be obtained from the Awards Committee chairperson).
- 4.2. Preferably in a position where he/she will have the necessary time and secretarial support for correspondence.
- 4.3. Interested in serving the Association for three years.
- 4.4. Is well thought of and respected professionally.
- 4.5. Reasonably good speaker.
- 4.6. Has good attendance at meetings.
- 4.7. Has demonstrated service and commitment to the Association and will make a good representative of the CAC in contacts with other groups.
- 4.8. Is organized and has the ability to motivate and delegate effectively.

## **5. Considerations when selecting nominees for Treasurer**

- 5.1. Good business sense, good with figures.
- 5.2. Able to keep current and get work done in a timely fashion.
- 5.3. Reliable and careful with details.

## **6. Considerations when selecting nominees for Recording Secretary**

- 6.1. Good and accurate note taker and writer.
- 6.2. Good attendance at meetings is particularly important.
- 6.3. Able to keep current and get work done in a timely fashion.
- 6.4. Able to handle a considerable work load and has access to clerical help.
- 6.5. Previous Board experience desirable.

## **7. Considerations when selecting nominees for Editorial Secretary**

- 7.1. Enjoyment and aptitude for writing (demonstrated ability in publication of papers in journals or newsletter contributions desirable).

7.2. Gets work done in a timely fashion.

7.3. Able to command necessary support for typing, mailing, etc.

### **8. Considerations when selecting nominees for Membership Secretary**

8.1. Well known to members and vice versa.

8.2. Able to keep current and get work done in a timely fashion.

8.3. Good with details.

8.4. Will follow up on projects to make sure they get done.

8.5. Good attendance at seminars.

8.6. Previous board experience highly desirable.

### **9. Considerations when selecting nominees for Regional Directors**

9.1. Supports local meetings by soliciting attendance.

9.2. Has experience organizing local meetings or seminars.

9.3. Is able to plan, organize, and motivate people to make projects happen.

9.4. Can establish and maintain good interpersonal relationships (interacts with Study Groups).

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## Sample of letter to potential nominees

Dear \_\_\_\_\_,

The Nominating Committee is prepared to place your name in nomination for the CAC Board position of \_\_\_\_\_. Please review the duty statement for the position of \_\_\_\_\_ in the ByLaws of the CAC and the Code of Ethics Enforcement of the CAC. These can be found in the membership handbook on the CAC website. As you know, the procedure that was adopted by the membership in 1980 places the responsibility for deciding ethics matters in the hands of the Board of Directors.

If you choose to accept the challenges of this office, please write a short statement about yourself and your activities in the CAC or elsewhere that may help qualify you for this position. Return this statement and a digital photo to me for publication with the list of nominees. I would like to have your statement and photo available within the next week if possible as I wish to have it in the hands of the members at the earliest possible time.

Sincerely,

Chairperson,

Nominating Committee