

Texas Association for Health, Physical Education, Recreation, and Dance

OPERATING CODE FOR NOMINATING COMMITTEES

(President-elect and Division Vice-President-elects)

1. Name

The name of these committees shall be the Nominating Committees of the Texas Association for Health, Physical Education, Recreation, and Dance

2. Purpose

- 2.1. To identify individuals, according to procedures outlined below, from the membership of the Texas Association for Health, Physical Education, Recreation, and Dance who are qualified to serve as President-elect for TAHPERD or as Vice President-elect for the Divisions: College, Dance, General, Health, Physical Education, Recreation, and Regional.
- 2.2. To select two (2) candidates for each office, to be presented to the Board of Directors and to the Representative Assembly at its annual meeting for election.

3. Organization

- 3.1. The committees are Standing Committees composed of members appointed by the TAHPERD President as follows:
- 3.2. The Nominating Committee for President-elect shall be composed of six (6) members of whom at least two (2) are from the elementary and secondary schools; two (2) are from colleges and/or universities; two (2) are men and two (2) are women; and at least one (1) is from each of the fields of health education, physical education, recreation, and dance
- 3.3. Each of the Nominating Committees for Vice President-elect shall be composed of three (3) members actively engaged in the field represented by the office, of whom at least one (1) is from the elementary and secondary schools; one (1) is from colleges/universities; and one (1) is a man and one (1) is a woman.

4. Qualifications of Candidates

- 4.1. To be eligible for nomination to a TAHPERD office of President-elect a person must:
 - 4.1.1. Have been a member of TAHPERD for the five (5) years immediately preceding nomination
 - 4.1.2. At the time of nomination, not serving in one of the following offices in TAHPERD: President, President-elect, Vice President, Vice President-elect, Section Chair, Section Chair-elect, or Regional Representative
 - 4.1.3. Have not accepted a nomination for an additional office
 - 4.1.4. Not have resigned an office in order to accept the nomination for another office
- 4.2. To be eligible for nomination to a TAHPERD office of Vice President-elect, a person must:
 - 4.2.1. Have been a member of TAHPERD for the three (3) years immediately preceding nomination
 - 4.2.2. Be actively engaged in the area represented by the Division
 - 4.2.3. At the time of nomination, not serving in one of the following offices in TAHPERD: President, President-elect, Vice President, Vice President-elect, Section Chair, Section Chair-elect, or Regional Representative
 - 4.2.4. Have not accepted a nomination for an additional office

Texas Association for Health, Physical Education, Recreation, and Dance

OPERATING CODE FOR NOMINATING COMMITTEES

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4.2.5. Not have resigned an office in order to accept the nomination for another office.

5. Nominating Timeline, Procedures, and Responsibilities

5.1 TAHPERD members shall be invited to recommend persons to be considered for the offices by announcements published in the *TAHPERD Journal*, by nomination forms available at the TAHPERD Convention, in the Membership Directory, and on the TAHPERD web site.

5.2 The following dates shall be observed by all concerned in connection with the selection of nominees:

5.2.1 TAHPERD Convention

5.2.1.1 All committee members will bring at least three (3) names to their respective convention committee meeting for consideration by the committee as nominees.

5.2.1.2 Call for Nominations form distributed

5.2.2 January 5

Committee Chairs email or write their respective committee members informing them of procedures to be followed and listing the nominee names generated at their convention committee meeting. Remind committee members that all nominations are due to the State Office no later than **February 1**.

5.2.3 February 1

Deadline to submit nominations to the State Office

5.2.4 February 5

State Office checks eligibility of nominees and sends a list of qualified individuals nominated for President-elect and Vice President-elect to the appropriate committee chair

5.2.5 February 15

Committee Chairs contact nominees to secure their agreement to be considered for office. Request that a vita/resume be sent to the Committee Chair to arrive no later than **March 31**.

5.2.6 March 31

Vita/resumes due to Committee Chair from nominees.

5.2.7 April 15

Committee Chairs will copy each nominee's vita/resume and send to committee members. Will also send information on the rating process and the first ballot.

5.2.8 May 5

Deadline for return of the first ballot to the Chair by committee members

5.2.9 May 10

Committee Chairs mail or email final ballot to committee members.

5.2.10 May 20

Deadline for return of final ballot to the Chair by committee member.

5.2.11 May 31

Committee Chairs contact the final two candidates to notify them of their selection and ask them to indicate their willingness to accept the nomination.

Texas Association for Health, Physical Education, Recreation, and Dance

OPERATING CODE FOR NOMINATING COMMITTEES

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5.2.12 **June 10**

Deadline for acceptance or rejection of nomination by nominees.

5.2.13 **June 15**

Committee Chairs notify the State Office of the persons nominated.

5.2.14 **June 25**

The State Office requests from the nominees: a biographical resume, a signed "Agreement to Serve" form, a photograph, and media information form.

5.2.15 **July 15**

Candidate's materials are due to the State Office.

5.2.16 **21 days prior to Representative Assembly**

State Office mails biographical information on all candidates to members of the Representative Assembly

5.2.17 **TAHPERD Convention**

Nominating Committee Chairs introduce candidates to the Representative Assembly during the annual meeting.

6. **Nominating Procedure**

The committees shall select the slate of officers by mail or electronic ballot. Ratings must be returned by a minimum of 2/3 of the nominating committee for the ballot to be valid. The Chair will conduct the selection process as follows:

6.1 On the first ballot, each member of the committee shall rate each candidate with a number one through ten (1-10) on the basis of the following criteria:

10, 9, 8	Outstanding Qualifications
7, 6	Excellent Qualifications
5, 4	Good Qualifications
3, 2	Fair Qualifications
1	Poor Qualifications

6.2 Upon receipt of the first ballots, the committee Chair shall compute the average rating for each candidate and shall select for each office the six (6) persons having the highest average ratings. In order to be considered, a candidate must have been ranked by at least two-thirds (2/3) of the members of the nominating committee. In the case of a tie for the sixth position, all persons tied for this position shall be retained on the second ballot.

6.3 On the second ballot, each member of the committees shall rank the candidates for each office, assigning a 1 for first choice, 2 for second choice, 3 for third choice, and so on to the last candidate.

6.4 Upon receipt of the second ballot, the committee Chair shall total the ranks for each candidate. The two (2) candidates with the lowest totals shall be selected as nominees. In the event candidates withdraw after the chair receives the rankings, the two (2) candidates receiving the lowest totals among the remaining candidates shall be selected. In the event of a tie, the person receiving the largest number of first place rankings shall be selected.

6.5 If there are six (6) or fewer candidates on the original list for any office, the first ballot shall be omitted and the candidates ranked as described in 6.4 for the second ballot.

Texas Association for Health, Physical Education, Recreation, and Dance

OPERATING CODE FOR NOMINATING COMMITTEES

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- 6.6 The committee Chair shall contact the candidates selected for each office and obtain from them an acceptance of the nomination.
- 6.7 The State Office shall obtain from each candidate a copy of a biographical resume, not to exceed one (1) page and using the recommended format, a signed "Agreement to serve," and a photograph.
- 6.8 The State Office will inform nominees that they are expected to be present at the meeting of the Representative Assembly so that they may be introduced.

Adopted by the Board of Directors, November 1962

Amended:

December	1965
December	1971
December	1972
November	1973
January	1976
December	1984
April	1998
December	1999
November	2001
April	2003