

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
- 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* and the electronic newsletter linking to the online nomination page 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 names to their respective convention committee meeting for consideration by the committee as nominees.

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 the convention. Remind committee members that all nominations can be made online through the TAHPERD website and are due to the TAHPERD Office no later than *February 1*.

5.2.3 January - TAHPERD Leadership Conference

Officers and members present at the TAHPERD Leadership Conference are asked to generate nominees for their represented area and others.

5.2.4 February 1

Deadline to submit nominations to the TAHPERD Office

5.2.5 February 5

5.2.5.1 TAHPERD Office checks eligibility of nominees

5.2.5.2 TAHPERD Office sends an email and/or letter notifying the members they have been nominated and ask for confirmation they will run for the office and request a copy of their vita be sent (preferably electronic) to the TAHPERD Office by February 20

5.2.6 February 20

Deadline for nominees to submit their vita to the TAHPERD Office

5.2.7 March 1

TAHPERD Office sends confirmed list of nominees and their vitas to the Chair and members of the appropriate Nominating Committee with instructions on rating the nominees and returning the information to the Chair for tallying.

5.2.8 March 15

Deadline for Committee members to send ratings to Committee Chair

5.2.9 April 1

Deadline for Committee Chairs to have tallied the nominees' ratings and identify the two nominees with the highest scores as the candidates for office.

5.2.10 April 5

If there is a tie, the Chair will notify the committee members and ask that they rank the tied nominees with their 1st and 2nd choices

5.2.11 April 10

Deadline for committee members to return their rankings of the tied nominees to the Chair

5.2.12 May 1

Deadline for Chair to identify two candidates for their committee's office. Committee Chair contacts the final two candidates to notify them of their selection and ask them to indicate their willingness to accept the nomination.

5.2.13 May 10

Deadline for nominees to accept or reject nomination

5.2.14 May 15

Committee Chair notifies the TAHPERD Office of the persons nominated.

5.2.15 May 20

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

5.2.16 June 10

Candidate's materials are due to the TAHPERD Office.

5.2.17 21 days prior to Representative Assembly

TAHPERD Office includes biographical information on all candidates in the packet of information mailed to the Representative Assembly delegates.

5.2.18 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 Each member of the nominating committee will evaluate the nominee by completing an evaluation form using a scale of 1-10 with 10 being outstanding qualifications and 1 being poor qualifications.
- 6.2 Each committee member will email or mail their evaluation form to the committee chair by the deadline indicated above.
- 6.3 The committee chair will tally the committee members' evaluation forms to produce a final score for each nominee.
- 6.4 If there is a tie between the top two or three nominees, the chair will send these names back to the committee members and ask that they rank the nominees with their 1st and 2nd choices for candidates.
- 6.5 Once the top two nominees are identified by the committee as their choice for candidates, the chair will contact these nominees and confirm they are willing to accept their nomination.

- 6.6 The committee chair notifies the TAHPERD Office of the names of the candidates the committee selected.
- 6.7 The TAHPERD Office will request from each candidate an electronic copy of a the TAHPERD biographical resume, not to exceed one (1) page and using the recommended format and a photograph.
- 6.8 The TAHPERD Office will inform candidates that they need to be present at the meeting of the Representative Assembly so that they may be introduced prior to the voting.

Adopted by the Board of Directors, November 1962

Amended:

December 1965	January 1976	November 2001
December 1971	December 1984	April 2003
December 1972	April 1998	December 2008
November 1973	December 1999	