

248 Committee Operating Codes

- 4.8. Make an annual report to the President and Board of Directors reviewing committee activities.

Adopted by the Board of Directors, May 1986.

Amended:

<i>November</i>	<i>1989</i>
<i>December</i>	<i>1995</i>
<i>November</i>	<i>2001</i>
<i>December</i>	<i>2011</i>

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: Area, College, Dance, General, Health, Physical Education, and Recreation.
- 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 Area 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 Area 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 biography using the TAHPERD format be completed and returned (preferably electronic) to the TAHPERD Office by February 20
- 5.2.6 **February 20**
Deadline for nominees to submit their TAHPERD biography form to the TAHPERD Office
- 5.2.7 **March 1**
TAHPERD Office sends confirmed list of nominees and their TAHPERD biography form 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.

250 Committee Operating Codes

- 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.
- 6.9 The Nominating Committee Chairs are to attend the Representative Assembly to introduce the candidates selected by their committee.

Adopted by the Board of Directors, November 1962

<i>Amended:</i>	<i>December 1965</i>	<i>January 1976</i>	<i>November 2001</i>	<i>April 2011</i>
	<i>December 1971</i>	<i>December 1984</i>	<i>April 2003</i>	
	<i>December 1972</i>	<i>April 1998</i>	<i>December 2008</i>	
	<i>November 1973</i>	<i>December 1999</i>	<i>December 2010</i>	

Operating Code for Personnel Committee

1. Name

The name of this committee shall be the TAHPERD Personnel Committee.

2. Purpose

- 2.1. The purposes of the Personnel Committee are as follows:
- 2.2. To maintain and update the job description of the Executive Director.
- 2.3. To assist the Executive Director in prioritizing annual goals based on current needs of the Association.
- 2.4. To perform an annual evaluation of the Executive Director.
- 2.5. To provide an annual salary recommendation for the Executive Director to the Finance Committee for their use in developing the following year's budget.
- 2.6. To review and recommend benefit packages received by the TAHPERD staff such as: health care, retirement, auto allowances, etc.
- 2.7. To receive and review the proposed establishment of new staff positions in the TAHPERD office from the Executive Director.
- 2.8. To establish and maintain current manuals on Policy and Procedures for TAHPERD employees.

3. Organization

- 3.1. The committee shall be a Standing Committee of the association.
- 3.2. The committee shall consist of seven voting members as follows: Past President (ex officio) shall serve as Chair, President (ex officio), President-elect (ex officio), four appointed members. The TAHPERD Executive Director is an ex officio, non-voting member.
- 3.3. The immediate Past President leaving office the convention prior to the spring meeting of the Personnel Committee, shall attend the spring meeting with full voting rights to assist with the evaluation of the Executive Director.
- 3.4. Appointments shall be made to ensure that two (2) are selected from the ranks of Past-Presidents or former trustees of the TAHPERD Trust. Two (2) members at-large are to be selected from those currently serving on the Board of Directors at the time of appointment. These two (2) at-large appointees must have 10 years of membership, of which, the last five (5) must be continuous.
- 3.5. The individuals appointed by the President shall serve three-year (3) terms.
- 3.6. The terms of the appointed members shall be rotated with one (1) person being appointed each year, and two (2) people will be appointed every third (3) year.
- 3.7. Appointed members who have served a full three-year (3) term may not be reappointed to succeed themselves.
- 3.8. In the event circumstances result in a vacancy of one (1) or more committee members, replacements will be appointed by the President and approved by the Board of Directors to complete the unexpired term.

4. Operation

- 4.1. The committee shall meet at least two times annually as follows: a meeting at the TAHPERD office and a meeting at the annual convention.
- 4.2. The Executive Director will mail or email to the Personnel Committee a meeting agenda and all reference documents (see 4.5 below) fourteen (14) days in advance of the scheduled committee meeting.
- 4.3. Using evaluation tools/instruments adopted by the Board of Directors, the committee will perform an annual evaluation of the Executive Director. The evaluation instrument is to be completed by the Board of Directors, the Representative Assembly, and the TAHPERD office staff.
- 4.4. The committee shall review and make recommendations relative to the staffing needs of the association. However, the selection, specific job description and assignment, annual evaluation, promotion, discipline, salary (within established guidelines), and termination of individual staff members shall remain the responsibility of the Executive Director.