

St. James Plantation Ladies Golf Association (LGA)
Board Nominating Committee Roles & Responsibilities

Bylaws

A nominating committee of three (3) members shall be appointed by the President in accordance with the SJLGA By-Laws to identify candidates for the positions of Vice President/President Elect, Treasurer and Secretary. The names of committee members will be published in the SJLGA Newsletter and on the SJLGA bulletin board. The committee shall prepare a slate of candidates for officers to be posted in the SJLGA Newsletter and on the SJLGA bulletin board thirty (30) calendar days prior to the Annual Membership Meeting.

Officers shall be:

- President
- Vice President/President Elect
- Treasurer
- Secretary

Voting will be conducted by written ballot. Should a tie vote occur, voting will continue until the tie is broken.

Roles & Responsibilities

The Committee will select one person as the leader of the committee.

The Committee Leader will be responsible for:

- Scheduling committee meetings
- Creating the call for open nominations to be included in the Newsletter. This will be sent to the LGA Secretary.
- Ensure the applications are made available on the LGA Bulletin Board and the latest version is available on the LGA Website
- Accepting applications
- Adhering to the schedule
- Contact the LGA Board with any issues / questions

The Committee is responsible for:

- Seeking appropriate candidates for open positions and carefully reviewing applications
- Distributing and processing election ballots

Timelines

May/June

- The Nominating Committee will be appointed by the President.
- The Membership will be notified via the LGA Newsletter and the SJLGA Bulletin board once the Committee is appointed.
- The Committee will create a call for open nominations to be communicated to the Membership via the LGA Newsletter in early June.

July - September

- The Committee will receive applications between July 1st and August 15th
- The Committee will review all applications and select candidates by September 30th.
- The Candidates and their information will be communicated to the Membership via the LGA Newsletter and LGA Website at least 30 days prior to the Annual Meeting on or about October 30th.

October

- The elected candidates will be announced at the end of the Annual Meeting.
- Voting will be conducted electronically.
- Results will be collected and counted by the nominating committee.