



UAC NOMINATING COMMITTEE COMMITTEE CHARTER

Overall Role and Purpose

The Utah Association of Counties Nominating Committee provides for the UAC Board's effectiveness and continuing development by identifying and recruiting qualified candidates for officer positions.

The Committee shall assist the Board in developing and overseeing implementation of policies and procedures regarding board leadership; determining qualifications and characteristics needed by officers; recommending to the Board the candidates for nomination as officers; assist in the orientation programs for newly-appointed directors; and recommending improvements when necessary to the board.

Key Responsibilities

The Nominating Committee's specific responsibilities include:

- Oversee the process of selection and nomination of UAC Executive Committee officers, including ensuring that executive committee nominees meet the qualifications required by the Association bylaws and board guidelines and establishing other criteria that are desirable for committee officers.
- Reviewing annually with the executive committee membership to ensure it reflects the appropriate balance of independence, sound judgment, technical skills, diversity, development ability, geographic representation, and other desired qualities.
- Developing policies relating to soliciting and receiving nominations for leadership positions within the UAC Executive Committee.
- Recommending to the Board qualifications for appointment to the UAC committee chair positions and NACo positions.
- Reviewing UAC bylaws periodically to ensure proper balance and intent is being established for UAC leadership.

Meetings

The committee meets at least three (3) times a year, or when necessary at the call of the committee chairperson. Meeting dates and times should be specified at the beginning of the calendar year. Minutes shall be taken at all meetings and committee actions shall conform to appropriate rules of procedure. The general schedule shall be as follows:

- Between November-January: in-person meeting to review and evaluate the UAC Executive Committee composition and officer qualifications. As part of consideration, the committee will identify the process for seeking and accepting nominations and adjustments to the process from the prior year.
- Between March-May: in-person meeting to make recommendations for chair positions, NACo positions, and review UAC policies and Board guidelines under committee responsibility. Using the UAC Spring meetings and summer affiliate meetings, make membership aware of the positions and distribute the new application form.

- Between July-September: in-person meeting to oversee the process of selection and nomination of UAC Executive Committee officers, including ensuring that Executive Committee nominees meet the qualifications in the bylaws, guidelines, and criteria. UAC staff and members of the Nomination Committee can accept applicant forms for the positions through July 31st. Names should be submitted by the September Board Meeting for their approval.

Members

The committee shall consist of seven (7) members including the Secretary of the UAC Executive Committee, who shall serve as committee chair. Other members will be chosen from the UAC membership as selected annually by the Executive Committee and will include a combination of rural and urban members. The committee will include at least two at-large members of the board and at least one past president of UAC leadership who is currently part of UAC membership.

Balance in Nominations

The Nominating Committee shall attempt to maintain balance in nominations by:

- alternating first and second class counties, and third through sixth class counties.
- alternating the elected offices of commissioners/council members, county executives, and other affiliates.

Reports

The committee shall submit a report to the board before September 30 of each year listing at least:

- One nominee for the office of President
- One nominee for the office of First Vice President
- Two nominees for the office of Second Vice President
- Two nominees for the office of Secretary

The Board shall approve or disapprove the nominations and may nominate additional nominees for any of the offices and submit a report of its actions to the Nominating Committee. If the Board disapproves a nomination, the Board shall notify the Nominating Committee which may nominate another nominee for that office and submit the name of that nominee to the Board for its approval.

The committee shall submit a report to each member-county listing all approved nominees at least one (1) week prior to the Annual Convention.

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Authority: UAC Bylaws

(Article X Committees; Section 1: Standing Committees; Sub-Section G: Nominating Committee)

(Updated March 27, 2017 efk)