

SELECTING THE NOMINATING COMMITTEE

PURPOSE

The nominating committee discusses the candidates for office; this saves the membership a lot of time and effort, while also allowing a thorough review of candidates and their qualifications. Nominating committee members will discuss candidate choices and qualifications. They then make recommendations for the best candidate for each executive board position.

The chapter charges the nominating committee with being fair and transparent while at the same time incorporating the values of Phi Sigma Sigma. They shall act in such a manner that inspires trust and confidence in the process.

MEMBERS OF THE COMMITTEE

- Archon (ex-officio member)
- Chapter key advisor or HQ staff member (ex-officio member)
- Two (2) members of the senior class
- Two (2) members of the junior class
- Two (2) members of the sophomore class
- Two (2) members of the freshmen class

For chapters under 40 members, the nominating committee shall be comprised of one member from each academic class year.

If your chapter does not have freshmen, the nominating committee will not have freshmen representatives and the committee will be comprised of 6 members (for chapters 40 or under, the committee will be comprised of 3 members).

SELECTING THE COMMITTEE MEMBERS

Refer to Article VI, Section 6 of your chapter's local constitution regarding selecting the nominating committee:

The nominating committee shall be comprised of two (2) members of each academic class year represented in the chapter. (For chapters under 40 members, substitute: The nominating committee shall be comprised of one (1) member of each academic class year.) This committee shall be appointed at the beginning of the fall term, by the chapter archon and chapter key advisor. The chapter archon and the chapter key advisor shall be ex-officio non-voting members of this committee. The nominating committee will review applications for executive board and recommend a slate comprised of a candidate qualified for each position.

Candidates for the nominating committee shall be determined by their respective classes. During a chapter meeting, each academic class represented in the chapter shall convene to select four (4) potential nominating committee members to represent their



SELECTING THE NOMINATING COMMITTEE

class. Each class shall present their recommendations to the archon and CKA, who will finalize the committee.

For chapters with mid- to late-September or October bid dates, select the potential nominating committee members for upperclassmen at a chapter meeting prior to recruitment, if possible. Then select the potential nominating committee members for the freshmen class at the first new member meeting following bid day.

For chapters under 40 members, each class shall select two (2) potential nominating committee members per academic class.

COMMON MISCONCEPTIONS

- The nominating committee should not be a secret.

COMMITTEE RESOURCES

The nominating committee needs the following documents to prepare the slate:

- Constitution: Article V – Government – Officers and Executive Board
- Constitution: Article IV – Executive Board Nominations and Elections
- Job description for each executive board officer
- Executive board applications
- Completed Candidate Verification Form
- Selecting the Executive Board resource and worksheet
- Script for calling candidates who are not slated
- Nominating Committee Report Worksheet

