



# CLUB NOMINATING COMMITTEE

Selection of a balanced, effective Club Board of Directors is the responsibility of Club Members who elect officers and Directors. The Nominating Committee must present the best possible nominees for consideration. The Committee must be aware of the difference between popularity and leadership ability. Nominees should be chosen on the basis of ability.

The following contains complete information on election procedures, dates, positions to be filled and selection of candidates. This material is based on the Optimist International Constitution and Bylaws and the Standard Form for Optimist Club Bylaws. Club Bylaws should be checked to be sure they conform.

## THE NOMINATING COMMITTEE

Not later than April 1, the President shall, with the approval of the Board of Directors, appoint a Nominating Committee of not less than five Members. Since current Vice Presidents have worked with Club Committees for several months and know the interests and abilities of Committee Members, they might be consulted by the Nominating Committee for their recommendations.

### Offices To Be Filled

1. President
2. President-Elect
3. Vice Presidents
4. Directors
5. Secretary-Treasurer

**Club President (elected for one year)**

- Coordinates and encourages implementation of Club programs and policies.
- Presides at Club and Board meetings.
- Represents the Club to the community and various levels of Optimist International.
- Makes necessary appointments.
- Serves on the District Board of Directors.

**Club President-Elect (elected for one year)**

- Serves on the Board of Directors.
- Presides over meetings and acts in capacity of President when absent.
- Succeeds to the office of President on the first day of the succeeding year.

**Vice Presidents (elected for one year)**

- Serve as liaison between the Board, the President and President-Elect and a group of Committees.
- Serve on the Board of Directors.
- Counsel a group of Committees assigned by the President.
- Perform duties ordinarily incumbent upon Vice Presidents.
- Perform other duties assigned by the President.

**Directors (half of the total number to be elected annually for a two-year term; the recommended total number of elected Directors is six. At a new Club's organization meeting, three Directors will be elected for a one-year term and three for a two-year term. The Board is composed of the President, President-Elect, Vice Presidents, Secretary-Treasurer, Past President and elected Directors.)**

- Determine policies.
- Make long-range and short-term plans.
- Elect and delete Members.
- Supervise Club activities.
- Activate Club Committees.
- Supervise budget and provide for annual audit of Club books.
- Determine causes for and instigate plans to correct excessive Member loss and low attendance.
- Fill offices that become vacant during the year. (Those appointed to fill vacancies serve for the duration of the term of the individual being replaced).

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**Secretary-Treasurer (not an elected position but appointed by the President and approved by the Board of Directors. This position may be split into a Secretary and a Treasurer.)**

- Maintains minutes of Club and Board meetings.
- Receives and disburses all Club funds.
- Keeps financial records.
- Makes monthly financial reports.
- Handles Club correspondence.
- Prepares and files Club reports.
- Maintains membership, awards and attendance records.

### **TIMING OF THE ELECTION PROCESS**

1. The President shall announce the appointment of the Nominating Committee no later than April 1.
2. The Nominating Committee shall deliver alphabetical lists of nominees for each office to the Secretary-Treasurer not later than 15 days after its appointment; at least one nominee shall be named per office.
3. The Secretary-Treasurer shall send to the membership a notice of the date of the elections and the list of nominees not later than seven days after receiving the Committee's report. The Club bulletin may be used for this notice.
4. The election shall be conducted not later than April 30.
5. Results of election must be reported to the International Office no later than May 20.

### **ELECTION PROCEDURES**

1. The President shall read the notice as issued by the Secretary-Treasurer and conduct the election.
2. Nominations may be made from the floor.
3. Separate balloting shall be conducted for each office.
4. When there is only one nominee per office, the President may request an unanimous vote.
5. A majority of the votes cast is required to elect.
6. A President who has served a full term may not succeed him/herself.
7. Only Members in good standing shall be eligible to hold office and vote.
8. Voting shall be by individuals, and no one may cast more than one vote.
9. Proxies will not be recognized.
10. All officers and Directors shall assume their offices on October 1 following their election.

# Candidate Selection

The Nominating Committee should study the skills required for each position and attempt to match them with the abilities of potential nominees. The following qualifications provide a measure for potential Presidential nominees. They are generally appropriate for other positions also.

**Ability to Delegate Authority:** One who delegates authority must demonstrate confidence in those to whom authority is delegated, be prepared to recognize those who have contributed and follow up to be sure a project is completed.

**Ability to Plan:** Many of the goals and responsibilities of an officer must be accomplished with careful planning. Ability to plan is a necessary attribute in a Club leader.

**Administrative Ability:** The ability to conduct Club affairs, administer policies, strive toward Club objectives, make decisions and exercise authority is essential.

**Character:** This includes an unimpeachable moral background, a friendly manner and a reputation beyond reproach.

**Experience:** The candidate must have a record of successful leadership, knowledge of Optimist procedures, effective Committee service and regular general participation.

**Initiative:** The initiative to stimulate and sustain action is essential.

**Inspiration:** A leader must have the ability to spark an idea, inspire enthusiasm and translate plans into successful group action.

**Integrity:** Honesty, sincerity and dependability mark the leader upon whom Members can rely.

**Intelligence:** The potential leader must be able to conduct the office in the proper manner, exercise good judgment and be objective in decisions.

**Interest:** Club leaders must have a genuine, active interest in the success and objectives of the Club and the specific offices they will assume.

**Inventiveness:** An inventive person has the vision, creativity and imagination to awaken what might otherwise be a dull, uneventful administration.

**Leadership Ability:** A Club leader must possess and cultivate the ability to lead others, promote cooperation and accept criticism in good grace.

**Salesmanship:** This represents the ability to sell ideas and plans in a way that will gain the interest and participation of others.

**Service-Mindedness:** This is an essential quality in anyone charged with the leadership of an Optimist Club. Leaders must care about people and desire to serve their community.

**Speaking Ability:** Leaders should have the ability to preside at meetings in an assertive, effective manner and to present ideas in clear, concise terms.

**Tact:** Through tact, one may prevent embarrassment and gain objectives without belittling others.

## Candidate Interviews

The Committee should personally interview each person who is to be nominated. At such an interview the Committee should:

- Challenge the potential candidate with the opportunities and responsibilities of the position. Even the busiest person will accept nomination if properly challenged.
- Fully explain the position for which the candidate is being considered.
- Determine the support the person will receive from family and employer.
- Determine the candidate's willingness to serve.
- Does this person have the necessary time?
- Explain the leadership training available, and ask if the candidate will attend. (The Club budget should include funds to help with expenses.)

## LEADERSHIP TRAINING

Optimist International and its Districts provide many opportunities for leaders to become better acquainted with their positions and learn techniques that will help them perform more effectively.

**International Convention:** The Optimist International Convention includes leadership sessions for the Club Presidents-Elect, Lieutenant Governors-Elect and other Club leaders.

**President-Elect Conference:** This conference is a leadership session for the new President-Elect conducted by District leaders during the fourth quarter.

**District Convention:** Leadership sessions for Club leaders are a major part of this convention. District Conventions are held in August or September.

**District Meetings:** Additional leadership sessions are available to Club leaders at each District and Zone meeting held during the year.