

# Memphis Academy of Nutrition and Dietetics



an affiliate of the  
Academy of Nutrition and Dietetics

## **CATEGORY: Memphis Academy of Nutrition and Dietetics (MAND) Position Description**

### **SUBJECT: NOMINATING COMMITTEE CHAIR**

#### **The Nominating Committee Chair:**

The Nominating Chair is a part of the Nominating Committee which is elected by the MAND membership. The individual with the most votes serves for two years, the first year as the Nominating Committee Chair-Elect position and the second and final year serving as the Nominating Committee Chair. The individual with the second highest votes becomes the Nominating Committee Member and serves for one year.

#### **Function:**

The primary function of the Nominating Committee shall be to identify qualified individuals to be placed on the ballot for election to the offices of the Association (MAND). Any member of the Association (MAND) may submit the name of an individual to the Nominating Committee for consideration.

#### **Responsibilities:**

Serves as a voting member of the MAND Board.

Attends MAND meetings of BOD

Prepares any annual budget requests for the Nominating Committee and submits to the MAND Treasurer

Serves as chair of the Nominating Committee, comprised of the Chair, Chair-Elect and Member

#### **Process:**

1. The Nominating Committee will formulate a ballot and submit the official ballot to the MAND board for the positions that need to be filled consisting of the following:
  - a. At least two candidates for the office of President-Elect
  - b. At least two candidates for the office of Secretary
  - c. At least two candidates for the position of other members of the board as needed
  - d. At least four members for the position of the Nominating Committee

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2. After board approval the ballots will be transmitted by regular mail and/or electronic means to the voting members of the Association (MAND) at least thirty [30] days prior to the posted deadline.
  - a. Only ballots received by midnight for the designated date for the closing of the poles are counted.
3. The Chair of the Nominating Committee will appoint a Teller who has the responsibility for receiving and tallying the votes.
4. In the event of a tie a vote for an office the election will be determined by lot or a vote of the Board
5. The Nominating Chair will verify the Teller's tally of the votes, taking reasonable steps to ensure that the Teller's count was accurate.
6. The Nominating Chair has the responsibility of notifying candidates of election results by phone or email within 7 days of receiving election results. The chair will then follow-up with letters or emails to all of the candidates.
7. When candidates have been notified, contact the MAND web coordinator to post the election results on the website.
8. Prepare a short report for the next MAND newsletter.