

## Guidelines for Nomination and Officer Installation Committee

The President will choose the Nomination and Officer Installation Committee at the September meeting per the By Laws.

- 1) The Nomination and Officer Installation Committee will be responsible to identify those positions that will be open to fill for the following year.
2. The committee will call or meet with “members in good standing” who have shown a possible interest in one of the positions. The committee will also add to the slate any nominations from the floor (with the members consent.)
3. The committee should present to those members being considered the Guidelines for each position for their review.
4. The committee will follow the By Laws to present the officer slate and voting. (See By Laws)
5. The committee will design an Installation Ceremony of their choice.
6. Installation will take place at the beginning of the January meeting.
7. The committee is responsible to present a Luncheon for the New Officers and the Membership following the January Meeting.
8. The committee will be responsible to provide \$25 gift certificates for the Vice President, Secretary or Treasurer who is leaving office upon completion of at least 1 year of service. ( The Club Treasury will cover this expense.)

Note: The out going President’s gift will be handled by the Vice President. She will solicit the membership for donations for this gift.

