

**OAMR NOMINATING COMMITTEE PROCEDURE
MANUAL**
REVISED February 6, 2009



NOMINATING COMMITTEE JOB DESCRIPTION (REVISED February 2009)

Purpose:

The purpose of the Nominating Committee is to provide the OAMR membership a slate of candidates for open offices, and to coordinate absentee ballots, if needed, for the annual election of officers at the annual meeting.

Responsibilities:

- a. The Nominating Committee shall, at each annual meeting present a slate of candidates for the ensuing year. Beginning in 2009 and every six years thereafter (2009, 2015, 2021, etc.), OAMR will put forth a candidate to run as IIMC Region IX Director as outlined below.

Criteria

The candidate must meet the qualifications for office as outlined by IIMC:

1. Served at least three years as Municipal Clerk;
2. Been a member of IIMC for at least three years;
3. Attended at least three annual IIMC Conferences;
4. Been a full or additional member of IIMC and if elected remain a full or additional member during the term of office;
5. Provided written endorsement of candidacy from the candidate's governing body.

In addition to the IIMC criteria, the Oregon representative must:

1. Have served as a President of OAMR;
2. Be an active voting member of OAMR;
3. Have served on or chaired an IIMC Committee;
4. Possess the CMC or MMC designation.

Process

If the President deems all criteria are met, the member's name(s) will be submitted to the membership at the annual meeting. Election of OAMR's nominee for the position will be in accordance with OAMR election guidelines as set forth in the bylaws.

The name of Oregon's nominee shall be forwarded to the other Region IX states for confirmation prior to being submitted to IIMC. Nominating elections for this position shall be conducted in conjunction with OAMR's regular election of officers in the year preceding that in

- which the IIMC Region Director is to be selected from Oregon.
- b. The officers and directors shall be elected at the annual meeting by a ballot vote of the members present who are in good standing. In the event there are no contested races, the Chair of the Nominating Committee shall submit recommendations for the offices of Director and Executive Board positions to the members at the annual meeting. If no further nominations are submitted, the nominations will be declared closed and the recommended officers and directors will be elected to office. In the event of a contested race, the nominees receiving the highest number of votes cast for the respective office or directorship shall be declared duly elected thereto. If there is a tie vote during the election of officers, the decision will be made by the toss of a coin. Terms of offices for officers and directors shall commence upon being sworn in at the annual meeting.
 - c. In the event of a contested race, absentee voting shall be allowed by Full Active Members in good standing of each city/jurisdiction. Voting by Proxy shall not be allowed. Any Full Active Member in good standing who is unable to attend the annual conference and wishes to vote by absentee ballot must submit an application for an absentee ballot to the Nominating Committee Chair no later than 20 days prior to the date of the annual conference. The Nominating Chair will mail an absentee ballot to the Active or Associate Voting Member in good standing within two (2) days of receiving the request. Absentee ballots must be physically received back by the Nominating Committee Chair by 5 p.m. on the Friday prior to the conference. Ballots received after that date will not be counted.
 - d. In the event of a contested race, applications for absentee ballots will be available at the Mid-Year Academy Session and published in the Spring and Summer OAMR Newsletters for those members who will be unable to attend the annual conference and would like to cast their vote. The Nominating Committee Chair shall be responsible for the security of the absentee ballots.
 - e. Upon receipt of an absentee ballot application, the Nominating Committee Chair will confirm with the OAMR Treasurer the member requesting the ballot is a member in good standing.
 - f. The absentee ballots shall be opened and tallied by the Nominating Committee Chair and two members of the Nominating Committee at the annual conference business meeting and shall be included in the

- final tally of votes for that election. Absentee ballots will be checked with the attendance sheet. If an absentee ballot is received from a member and the member is on the attendance sheet, the absentee ballot will be destroyed. After the election, the Chair would ask for a motion to destroy all ballots.
- g. Each candidate accepting a nomination shall present the Nominating Committee with a Declaration of Candidacy, a candidate statement and a photo, along with a letter of support from his/her Mayor, City Manager, City/County Administrator, District Manager or Supervisor, by the date specified by the Nominating Committee. Copies of Certificates of Appreciation for active participation on OAMR committees for two years, within the past four years, must also be provided.
 - h. OAMR members interested in serving as IIMC Region Director shall submit a letter, including their qualifications to the OAMR President. If the president deems all criteria are met, the members name(s) will be submitted to the membership at the annual meeting. OAMR election guidelines will be followed.
 - i. A candidate may be nominated by the membership-at-large as a nomination from the floor during the annual meeting. If a candidate is nominated by the membership at the annual meeting, and then elected, they must present to the Nominating Committee a letter of support from his/her Mayor, City Manager, City/County Administrator, District Manager or Supervisor within five business days following the certification of the election results, along with proof of active committee participation.
 - j. The Chair of the committee shall provide a written report to the President prior to the annual conference, describing the open offices, and stating the candidates for each office.
 - k. The Chair of the committee shall provide the OAMR President a copy of each signed Oath of Office; and the President shall send a letter to city officials after the election congratulating the city and the elected officer.

Schedule:

- a. Publish notice and forms for nomination for the positions open in the upcoming election in the OAMR Winter Newsletter and on the OAMR Website.
- b. In the event of a contested race, publish the Absentee Ballot Application in the OAMR Spring and Summer Newsletters.
- c. Publish candidates' statements and photos in the OAMR Summer Newsletter.
- d. Forward candidates' statements and photos to the OAMR President, which will be published in the annual conference business meeting packet.
- e. Prepare ballots for vote at annual meeting.
- f. Prepare Oath of Office forms for installation of officers' ceremony at annual banquet.
- g. Send a reminder letter to candidates regarding when they will be expected to speak (at the candidates' luncheon or a designated time during the conference).
- h. Have script available to conduct elections and be prepared to collect and count ballots at annual meeting.
- i. Prepare a log of all absentee ballots (sent out – received – voted on site).

PROCEDURES AND EXAMPLES WITH TIMELINES

September/October:

As soon as possible after the annual conference in September, the appointed Chair of the Nominating Committee should contact the members of the committee and include a committee roster and a copy of the job description (Exhibit A). Correspondence can be by U.S. Mail or e-mail, if all of the committee members have an e-mail account.

October:

While the job description indicates the first newsletter article should be submitted in the Winter OAMR Newsletter, it does not hurt to get the word out in the fall edition to let the membership know what positions will be up for election at the following September conference (Exhibit B). Before submitting articles for inclusion in the newsletter, make sure you share them with your committee members.

December:

For the Winter OAMR Newsletter, you need to include an article outlining what positions are up for election, a brief outline of the duties required of the position, and the nomination forms (Exhibit C). Also forward the information to the Internet Committee to be posted to the website.

March:

In the event of a contested race, publish the Absentee Ballot Application in the Spring OAMR Newsletter.

April:

At the OAMR Mid-Year Academy Session, applications for absentee ballots shall be available. Information on the current slate of candidates should also be available to distribute.

May:

After the deadline for nominations has passed, make copies of all of the nominations received and forward to your committee members. The committee needs to review for completeness and to ensure the candidate has met all of the requirements to run for the office (Exhibit D).

June:

The slate of candidates, as recommended by the Nominating Committee, will be included in the Summer OAMR Newsletter. The candidates' statements and photos will be published. Also publish the application for absentee ballot in the Summer OAMR Newsletter.

August:

The candidates' statements and photos need to be forwarded to the President or designee to be included in the annual conference business meeting packet. A year-end report also needs to be prepared and forwarded for inclusion in the packet (Exhibit E).

September:

- Prior to the annual conference, the Chair of the Nominating Committee should contact all of the candidates and advise them of when they will be expected to address the membership. Usually, the candidates' forum is held during the Thursday lunch. The Chair will act as moderator for the candidates' forum.
- A script needs to be prepared to conduct the election of officers during the annual business meeting (Exhibit F). If there is a contested race, an election will be held using the procedures outlined in Exhibit G.
- A log of all absentee ballots (sent out – received – voted on site) shall be available at the meeting.
- The absentee ballots shall be opened and tallied by the Nominating Committee Chair and two members of the Nominating Committee at the annual conference business meeting and shall be included in the final tally of votes for that election. All ballots will be destroyed after the results are announced.
- An Oath of Office needs to be prepared for each office. If you have a contested race, prepare an oath for each candidate, pending the outcome of the election (Exhibit H). After the oaths have been signed, a copy is sent to the officer and the original oath is forwarded to the OAMR Secretary.
- After the election, provide the OAMR President a copy of the signed Oath of Office, and the President shall send a letter to city officials congratulating the city and the elected officer.

