Nominating Committee Charter

NERCOMP Board members have approved the following charter documenting the Nominating Committee procedures and expectations for its work.

Committee Charge: The Nominating Committee oversees the election process for NERCOMP's Board of Trustees.

In early January, the Nominating Committee casts a wide net by inviting nominations from NERCOMP's general membership including but not limited to Institutional Representatives, Professional Development (PD) organizers, PD mentors and Program Committee members.

In late January, the committee reviews the pool of potential candidates recommended by the general membership to be considered for the year's election slate. It contacts those individuals to confirm their interest in being considered for the slate, collects required documentation, and creates a slate of nominees for the ballot.

The Nominating Committee works to create a balanced slate of nominees that represents NERCOMP's constituencies. Considerations include representation of private and public institutions; community colleges, liberal arts colleges, research universities, and specialized institutions; different states within NERCOMP's region; different professional roles such as CIOs, academic technologists, librarians. Each prospective candidate should hail from a NERCOMP member institution in good standing at the time of the election.

After creating the slate, the Nominating Committee asks nominees to send a personal photo and statement. These items are required, and are posted on the ballot webpage for reference by NERCOMP Institutional Representatives (IRs), who vote on the slate each February.

Bylaw Stipulations:
The Board Chair shall appoint a Nominating Committee Chair, who will identify at least two other members to comprise a Nominating Committee. Nominating Committee members shall be approved by the Board. The Nominating Committee shall develop a list of nominees to be presented, by whatever means the Board determines, to the Executive Committee of the Board for approval.

Membership, Selection and Term Length:
- Committee shall consist of former board members, and active Institutional Representatives. The total committee count should not exceed 8 members.
- The NERCOMP Executive Director (ED) acts as a liaison between the Board and committee but is not actually on the committee. The ED attends all committee meetings.
- After approval from the Board, former board members and active Institutional Representatives are asked to participate. Potential committee members are recruited and appointed by the Committee Chair by November 1.
- Term Length: Committee members are expected to serve a one-year term at a minimum. Appointments are renewable at the discretion of the Committee Chair for up to three additional years. After four consecutive years, members rotate off the Committee for a period of at least one year before beginning a new term of service.

- Leadership: Each year, by October 1, the NERCOMP Board Chair will appoint the Committee Chair, from the past committee.

Meetings:
The committee meets as determined by the Committee Chair.
The NERCOMP Executive Committee and Nominations Chair-Vice Chair will meet to discuss NERCOMP's needs.

Responsibilities of Members: Members of the Nominating Committee are expected to participate actively in all activities of the Committee. Additionally, they are expected to serve as representatives and advocates of NERCOMP in general.

Reporting:
Based on the work of the committee, the Committee Chair will provide regular feedback to the Board, via the staff liaison, throughout the elections process. In accordance with NERCOMP's Bylaws, the Nominations Committee will provide a record of each meeting to the Board, as well as make other reports as requested by the Board.

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