

Nominating Committee

It is recommended that each County Extension Council (CEC) have a Nominating Committee made up of current CEC members. The committee should have 3-5 members representing the breadth of the council, with no more than one current officer serving. Committee members shall serve a specific term (1, 2, or 3 years as designated in the council bylaws) to ensure rotation.

Why have a Nominating Committee?

A nominating committee functions to ensure that elections will run more effectively. The committee is responsible for identifying and nominating individuals to run for CEC officer positions as the end of each term approaches. Appointing the committee at the beginning of the council year allows individuals interested in an officer position to express interest to the nominating committee, while also charging a small group of council members with the responsibility to identify candidates for leadership position.

Nominating Committee and Officer Election Procedures

The nominating committee shall promote the upcoming officer vacancies, solicit nominations, identify potential candidates, and recommend individuals with the best qualifications. This process should begin mid-year, with announcement of pending vacancies 4-6 months prior to scheduled elections. Prior to putting forward an individual nominee, the committee should affirm each person's willingness to stand for election. It is recommended that the nominating committee report names of nominees for each position to be elected at the meeting prior to when elections are scheduled.

At the CEC meeting during which elections are to occur, the nominating committee shall review the report of candidates. If allowed by bylaws, the CEC president shall call for additional nominations from the floor. When no further nominations are presented, the CEC president may declare the nominations closed or entertain a motion to close nominations.

A nomination does not guarantee an individual's election to a position. The CEC members must vote in order to elect officers. The vote may proceed as a voice vote or a ballot vote.

For a Voice Vote:

1. The presiding officer shall call for vote on each candidate for a specific position in the order of nomination.
2. Tellers may be appointed to assist with counting votes and reporting to the presiding officer.
3. The presiding officer will announce the vote result and declare the election.

For a Ballot Vote:

1. Prepare the ballots in advance, listing each position for election and providing space for candidate names to be noted.
2. Determine a method for collecting ballots.
3. Identify tellers to assist with the count and ensure they are instructed on the process.
4. The presiding officer will share the instructions for marking the ballot and for ballot collection.
5. Tellers will complete a vote tally, provide copies of the report to the presiding officer and secretary, and, after being recognized by the presiding officer, announce the vote counts.
6. The presiding officer repeats the results and declares the election.

References:

Hall, B. (2014). *Simplified Handbook of Parliamentary Procedure*, University of Arkansas Division of Agriculture, Cooperative Extension Service. <https://www.uaex.uada.edu/publications/PDF/MP350.pdf>.
Robert, H.M. III, Honemann, D.H., and Balch, T.J. (2020). *Robert's Rules of Order Newly Revised In Brief*, Public Affairs, Hachette Book Group, New York, NY.

Revised 8/2025

