

HBG Nominating Committee

By Ron Shrieves 1/3/2019

Jerry Thornton's edit 2-5-2020

HBG Bylaws (under new 2018 template not yet approved):

- 4.2 **Nominating Committee.** A Nominating Committee (NomCom) of at least three Group members, at least one not an ExCom member, none of whom may be a candidate, shall be appointed annually by the ExCom not later than four months before the designated closing date of the election. Sufficient opportunity shall be given for Group members to submit names for consideration by the NomCom. The NomCom shall attempt to nominate at least two more candidates than the number of ExCom members to be elected, and shall report the nominees' names to the ExCom at least two weeks before the deadline for submission of nomination petitions and five weeks before the scheduled mailing of the ballots. Nominees shall be Group members who give their consent. If the NomCom chooses not to nominate a willing candidate, the NomCom shall promptly inform that candidate of the opportunity to seek nomination by petition.
- 4.3 **Petition Candidates.** The name of any Group member proposed in writing by at least 10 percent of the Group members prior to the deadline for submission of petitions, and who gives consent, shall also be included on the ballot. The nomination petitions shall be retained until the ballots are destroyed.
- 4.4 **Election Committee.** An Election Committee of at least three Group members, at least one not an ExCom member, shall be appointed annually by the ExCom prior to the scheduled date of mailing of ballots. Alternatively, the Group ExCom may designate the Chapter Election Committee as Election Committee for the Group. No candidates may serve on the Election Committee. The Election Committee shall cause the ballots to be prepared and mailed, and shall count the returned ballots. Challenges of the conduct of candidates or their campaigns shall be referred to the Election Committee. Decisions of the Election Committee may be appealed to the ExCom.
- 4.5 **Availability of Election Ballot Materials.** Election ballot materials shall be made available to all Chapter members of record according to the voter list obtained prior to the election.
- 4.6 **Voting.** Eligible members may vote by mailed ballot or through a secure website. The decision to allow electronic voting shall be made by a vote of the executive committee prior to appointment of the nominating committee. Ballots shall be returned to the Election Committee as directed in the ballot instructions. Return of a minimum number of valid ballots shall not be required for the validity of an annual or special election.
- 4.7 **Counting Ballots.** The Election Committee shall count the ballots on the closing date of the election, or as soon as practical after the closing date of the election. The candidates or their authorized representatives shall be permitted to be present. The candidates receiving the highest number of votes shall be elected. Any tie shall be resolved immediately, first by a recount, then if necessary by lot at the ballot counting.

The Election Committee shall immediately notify the candidates, the ExCom members, and other interested parties, and shall report the results to the ExCom at its next meeting. The ballots and nomination petitions shall be retained until their destruction is directed by the ExCom.

Suggested order of business:^{1, 2, 3}

1. Decide on a committee chair.
2. Decide how many candidates we want on the ballot. I'm thinking seven to nine candidates for the six positions. We tell candidates who don't get elected that we'd like to consider them again in the future.
3. Work with group leaders to solicit nominations from all potential sources, including willingness of outgoing ExCom members to stand for reelection.
4. Call for nominations in the (May/June) Tennes-Sierran and HBG e-newsletter.
5. Develop a "fact sheet" and perhaps a questionnaire that informs potential candidates of the role of the ExCom and the duties of ExCom members.
6. The chair, informed by comments of other committee members and HBG leaders, should construct a brief summary of each candidate's strengths and weaknesses for preliminary ranking purposes.
7. Rank order the candidates. Of the X "new" candidates, each committee member begins by putting them in rank order, after considering their professional background, their potential for interest in working with a grass roots organization, and any other factors we individually deem relevant. Keep in mind we need folks who will come to meetings regularly, and really take some time to contribute to the organization. Send individual committee member rankings plus comments and interview questions to the committee chair, who will summarize the rank ordering (probably by a simple averaging of the numbers). The committee may need to meet or have a phone conference to come up with a final overall rank order.
8. Initial contact. Once we have our final set of rankings, and we have decided how many "short list" candidates we want, we start down the rank ordering, contacting each candidate in turn to see if they will consider standing for election. This may be done by phone. Interviews may be conducted as deemed necessary.
9. Candidate interview. When the time comes, we can talk about splitting up that task if necessary. It would be nice to have two of us at each interview. But we will probably only need to interview 2-4 candidates in total. Advise prospective candidates that if they are elected, they will be expected to attend an annual HBG Xcom planning meeting in early January, where they will be seated and may be considered for an officer position.
10. Committee makes final recommendation to HBG ExCom.
11. With ExCom approval, the committee obtains bios from final list of candidates and prepares a ballot for publication. It is ok to ask for bios from prospective candidates during step 8.
12. An issue in connection with Excom recruitment is how to manage expectations of prospective Excom candidates. In general, unless we limit the number of candidates to exactly the number of "open" positions, there is significant possibility that candidates will be disappointed in their expectations by not being among the elected. We should strive to impress on candidates that if they don't get elected this year, we will, in all likelihood,

¹ *Under revised Chapter/Group procedures in 2018, the Chapter provided a timetable for completing selected tasks of the NomCom. (This document is attached as an addendum.) Much of this is a consequence of the requirements for publication of ballots in a timely manner, for example, nominees' names should be submitted to the HBG ExCom by mid August. A complete ballot must be assembled and sent for publication in the Tennes-Sierran as well as on the Chapter website by late September.

² Also see the addendum with guidelines provided by Robin Hill.

³ Addendum – Sample Ballot

ask them again next year. Further, we should try to engage them as committee members or volunteers, so as to encourage their continued interest in serving HBG.

Addendum: HBG Nominating Committee (NomCom) Guidelines
thanks to Robin Hill (8/5/2017), edited by Ron Shrieves (11/15/2018)
Edited by Jerry Thornton 2-5-2020

1. Group Chair Appoints NomCom including its chair and 2 or more members one of whom must be a HBG member outside of Ex Com. This should be done by Feb 1. NomCom Chair is responsible for obtaining from the TN Chapter a calendar with deadlines for completing various stages in the nominating and election process. See the appendix for an example of the timetable for the process.
The Group Secretary will set up a file of record to receive and record a copy all correspondence generated by the Nomination process.
2. Group Chair notifies by email NomCom members and Group Secretary of NomCom composition. Notification letter must include the completion date for NonCom task and the recipient of the nominees names and bios.
3. NomCom Chair emails all incumbent members with expiring term at the end of current year (CY).
Notification will request an email from the incumbent stating the desire to be a nominee or desire to decline to be a nominee.
4. NomCom Chair prepares and submits article soliciting candidates to the May-June Group Newsletter editor for inclusion in the next e-newsletter. Due date for a member to notify NomCom of interest in running should be August 1.
5. Members requesting to be a a nominee. Any members desiring to be considered as a nominee for ex com will be responsible for submitting their name to the NomCom Chair by email by August 1.
6. NomCom Chair will confirm receipt of the candidates request by email with copies to the other NomCom members and to the group Secretary. The NomCom Chair's confirmation letter will specify to the candidate the input needed for inclusion on the Ballot to include: Nominee's name, address, Sierra Club membership number, email address and bio.
7. NomCom will canvas the Group membership for interest in being a candidate. Nominees must be a member in good standing (current year membership is valid) at the time the name is put on the ballot.
8. Group NomCom Chair requests Group Membership Chair to verify the good standing status for each nominee. Group Membership Chair provides expiration date for CY membership.
9. Nominees will provide the NomCom with a Bio not to exceed 200 words. The Bio must show anniversary date for original membership, reason for wanting to be on Ex Com, environmental interests, skill set useful in environmental activism. Nominee will send a copy of the Bio to the NomCom members and to the Group Secretary.
10. NomCom chair will present the slate of nominees and related bios to the Group ExCom for information and comment. Date Due September 1.
11. After review, the NomCom Chair will forward each Nominee's bio information to the Chapter member designated to prepare the official Ballot for Chapter and Group Elections. Date due September 18. (Or the Chair will fill out the ballot form supplied by the Chapter, along with bios.)

Addendum: SAMPLE **Election Ballot for Harvey Broome Group
Executive Committee: Term**

(Use to send the HBG candidates ballot and bios to the Tennes-Sierran)

You are in the Harvey Broome Group if you live in one of these counties: Anderson, Blount, Campbell, Claiborne, Cocke, Cumberland, Fentress, Grainger, Hamblen, Jefferson, Knox, Loudon, Morgan, Pickett, Roane, Scott, Sevier or Union

Please vote for the election of six (6) members of the Harvey Broome Group Executive Committee (ExCom), each having a two-year term beginning January 1, (year) through December 31, (year). Successful candidates will join our other ExCom Members in guiding our Group’s actions.

Ballots must be received no later than **12/___/___** to be valid. Only current members as of **November 1, 20___** may vote. Joint members must use the same ballot.

Group Single Member or Second Joint
Vote for no more than six (6) candidates

Vote for 6 Candidates	Single Member or First Joint Member	Second Joint Member
Jim M. Hackworth, Jr.	_____	_____
Robin Hill	_____	_____
Stan Johnson	_____	_____
Bob Perlack	_____	_____
Will Skelton	_____	_____
Jerry Thornton	_____	_____
Joan Tomlinson	_____	_____
Todd Waterman	_____	_____

Submit your Ballot: Only current members as of **November 1, 20___ may vote.**

Place both Group and At Large ballots in an envelope, seal and write “Ballot” on the envelope. Place your “Ballot” envelope in a second mailing envelope. In the upper left hand corner of the mailing envelope write your Sierra membership number (which is located to the left of your name on the mailing label of your Tennes-Sierran) with your name and address, mail promptly.

Envelopes without a Sierra membership number, name and address cannot be counted.

Ballots must be received by **12/___/20___. Group ExCom ballot and At Large Delegate ballot should be mailed in same addressed outer envelope.**

Mail ballot to: (This will be stated by the Chapter Elections Committee)

SAMPLE BIOGRAPHIES:

Harvey Broome ExCom Candidates:

BOB PERLACK

Bob recently retired from Oak Ridge National Laboratory (Environmental Sciences Division) after 31 years where he worked as a natural resource economist and energy analyst. A member of the Harvey Broome Group for several decades, Bob served on as an outings leader, and on the Executive Committee in various capacities. He currently serves as the HBG Treasurer and as Assistant Treasurer for the Tennessee State Chapter of the Sierra Club. If re-elected to the Executive Committee he will continue to serve as the treasurer and participate in activities that promote the Sierra Club's mission to protect the environment of region, country and world.

WILL SKELTON

Retired Knoxville attorney with Bass, Berry & Sims, PLC. Prior Chair of Harvey Broome Group and Tennessee Chapter and longtime Harvey Broome Group outings leader. Will led wilderness campaigns of 1980's that resulted in existing wilderness areas in Cherokee National Forest and was editor of Cherokee National Forest Hiking Guide published by UT Press. Chair of Knoxville Greenways Commission 1992-2006 when most existing Knoxville greenways were built. Currently on Board of Legacy Parks Foundation, TN Parks & Greenways Foundation, Smoky Mountains Hiking Club, Southern Appalachian Wilderness Stewards, and NPCA National Advisory Council. Personal interests include world travel, backpacking, jogging, vegetarian cooking, reading, photography, theater and arts. Goals for Harvey Broome Group include passage of the Tennessee Wilderness Act to designate an additional 20,000 acres of Cherokee National Forest as Wilderness.

Addendum: General Nominations Timetable

When	What	Reference Location	Due Date
Upon confirmation	1 - Nom Com Chair seeks committee members 2 - Begins working with Chapter leaders to identify and nurture candidates for the 2018 At Large Excom election	Standing Rule 7.2.1	1/28
May/June issue	Call for nominations in Tennes-Sierran newsletter	-----	3/31
May version	Call for nominations in Chapter E-Newsletter	-----	4/30
October Chapter ExCom meeting	Nominees for following year's Nom Com Chair are discussed during ExCom meeting	Standing Rule 7.2.1	Oct. XCom
Month of November	If no appointment made and confirmed at ExCom, Chapter Chair and Vice-Chair to offer an appointment in November to be confirmed by e-vote	Standing Rule 7.2.1	Nov XCom
By the specified deadline	- Any Chapter member may submit nominations for At-Large candidates to the Nom Com - A member in good standing who is willing to serve may nominate him/herself - Written statement of nomination for each candidate shall be submitted to the Nom Com by the nominating member	Standing Rule 7.4.1 Standing Rule 7.4.2 Standing Rule 7.4.3	July 1
-----	Nom Com may develop a questionnaire to evaluate the candidates	Standing Rule 7.5.1	June/July
-----	Nom Com receives questionnaires	-----	7/15
-----	Nom Com will then select the final list of nominees	Standing Rule 7.5.1	8/1
At least four (4) weeks before the deadline for receipt of candidate petitions	Potential nominee and who is not selected by the Nom Com shall be informed	Standing Rule 7.5.2	8/1
At least two weeks before the deadline for submission of nomination petitions and five weeks before the scheduled mailing of the ballots	Report the nominees' names to the ExCom	Bylaws 4.2	8/15
-----	Petition candidate deadline	-----	9/1
-----	Request ballot statements from candidates	-----	9/1
-----	Receive ballot statements from candidates	-----	9/15
-----	Nom Com will prepare the biographical information and candidate statements to be mailed with the ballots	Standing Rule 7.5.2	9/30
-----	November/December Tennes-Sierran hard cutoff	-----	9/30
-----	Tennes-Sierran in the mail	-----	11/1