NOMINATING COMMITTEE POLICY AND PROCEDURES

GENERAL INFORMATION


Committee Structure: Chair, by Board of Directors; Members (6), elected

Term of Office Committee Chair: 2 years

Term of Office Committee Member: 1 year

Reports: Described in the Standing Rules

Members: Elected
Purpose, Composition, and Duties

The Nominating Committee of National Cancer Registrars Association (NCRA) is responsible for preparation of the ballots for the elected officers on an annual basis. The Committee ensures that the ballots are prepared and the announcement for elections is sent to members of NCRA.

The Nominating Committee consists of seven members:
- one chair and six regular members, two from each of the three geographic regions
- the Chair is appointed by the Board of Directors and members are elected by the NCRA voting membership
- term of service is two years for the Chair and one year for members

To be eligible to serve on the Nominating Committee, individuals:
- must be voting members of NCRA for two years immediately prior to committee membership;
- must be residents of their respective geographic regions
- cannot be candidates for any elected positions
- cannot chair another committee during their term of office
- cannot lobby for the election of any candidate that appears on the slate

Committee vacancies are filled by the Chair of the Nominating Committee. The appointed term is applicable until the next scheduled election.

The Nominating Committee develops rules and regulations, subject to the approval of the Board of Directors, for the conduct of the election. The Nominating Committee is responsible for the preparation and announcement of the ballots at least 60 days prior to the annual business meeting.

Responsibilities of the Nominating Committee Chair

- Within 30 days of appointment, sends introductory e-mail and distributes the policies and procedures, Bylaws, Standing Rules, and general instructions to the committee members; copies outgoing members on this e-mail.
- Review the Bylaws and policies and procedures for the Nominating Committee and insure that all activities of the committee are in compliance.
- Review committee’s policies and procedures according to the review schedule determined by the NCRA P&P committee and Board of Directors. Preside at the meeting, insuring that a ballot is prepared with no more than two candidates for each office.
- Approve all expenditures before submitting them to the NCRA Executive Office for payment. Prepare and submit progress reports to the Board of Directors as specified by the Recruitment and Retention Board Director.
- Prepare and submit an Annual Report to the Membership as specified by the Board.
- Meet all specified deadlines.

Budget Preparation

Budget items for consideration are:
- Expenses for the seven Nominating Committee members to meet in a central or cost-effective location
- Telephone and conference call charges
- Photocopying charges
- Printing and first class mailing of election information notification
- Electronic balloting service
- Annual Meeting Booth promotional materials (posters, buttons, stickers)

**Confidentiality**

The Nominating Committee considers all available information confidential. Members of the Nominating Committee will in no way indicate their preferences for one candidate or another except on their own ballot, nor can the committee’s deliberations in the selection process be made public. Any breach is subject to an Ethics Committee review.

The ballot remains confidential until published. Only the Nominating Committee, the Executive Office and the Board will have prior knowledge of the ballot.

**PROCEDURES**

**Call for Nominations**

The Call for Nominations is placed in the summer issue of *The Connection* in addition to blast emails. This Call for Nominations solicits candidates for elected officers, Council on Certification and Nominating Committee members. The Call for Nominations includes the requirements for each office and any other considerations deemed pertinent. The candidate petition form and candidate profile summary form (including instructions for completion) is included with the Call for Nominations and made available to members on the NCRA website.

The Nominating Committee receives pertinent materials and names of potential candidates from the NCRA Executive office on the date listed in the List of Eligible President-Elect Candidates section. These materials should include lists of all past NCRA Board of Director officers and committee chairs to assist with finding eligible candidates for President-Elect/Secretary.

**Selection Criteria**

The selection of candidates for an elected office or the Nominating Committee is based on the evaluation of each proposed member against the following criteria:

*Bylaws*

Any candidate considered for the slate must meet all eligibility requirements as predetermined in the current NCRA Bylaws and Standing Rules.

*Other Criteria*

Any candidate who meets the NCRA Bylaws and Standing Rules eligibility requirement may be further evaluated on the basis of their demonstrated leadership characteristics.
Any candidate serving as an NCRA liaison to an external organization will not be eligible for nomination unless his/her tenure is concluded within 60 days of taking office. The exceptions are the International Association of Cancer Registrars, National Coordinating Council for Cancer Surveillance, Council on Certification liaisons, and those special appointments made by the President.

List of Candidates
Prior to the annual Nominating Committee meeting, NCRA Executive Office Staff shall compile a list of potential candidates from the names suggested by the committee and those submitted by members. This shall be distributed to the committee members along with copies of each nominee’s submitted paperwork prior to the annual Nominating Committee meeting. A meeting notice and agenda will be e-mailed to all Nominating Committee members prior to the meeting.

Nominating Committee members review all of the submitted paperwork from each candidate and determine the most qualified candidates for each office. The Nominating Committee then prepares a list of the candidate names and sends the slate of candidates along with candidate paperwork to the Executive Office after final review and approval from the committee members.

List of Eligible President-Elect Candidates
The NCRA Executive Office sends the following lists and documents to the Nominating Committee members by August 1 each year:
- List of current NCRA Association leadership
- List of all eligible members, by region
- List of current Governance, Planning and Evaluation Committee (GPEC) members and external liaisons
- List of NCRA members who have served on the NCRA Board of Directors or as a committee chair. These members are eligible for nomination to the office of President-Elect/Secretary (List updated annually.)
- List of current state association Presidents and liaisons
- Slate from the most recent three years

The NCRA Executive Office maintains these lists and documents.

Nominations Process
Candidates may be nominated by a fellow NCRA member, by one’s self, or by a member of the Nominating Committee following the Call for Nominations announcement. This process does not bind the Nominating Committee to accept the candidacy of a member for a particular office or for any position on the slate.

Nominating Committee members will contact members in their geographic region and elsewhere to encourage them to run for office. The Nominating Committee members contact NCRA members who meet eligibility requirements for each position, such as state presidents in each region, regarding potential candidates. The initial contact is by e-mail or telephone. The contact includes information about the nomination process and a deadline for the return of potential candidate’s names. Liaisons are encouraged to solicit nominations and to contact either nominating committee members.
members or Advocacy and Technical Practice Directors with questions.

Liaisons not responding by the deadline are contacted by telephone. Responsibility for telephone calls is shared between committee members.

It is recommended that the past Nominating Committee Chair and the Immediate Past President be recruited to run for the Nominating Committee (as members).

All candidates must also include a written philosophy statement along with their candidate profile form.

All candidate profile forms are checked for completeness but not edited. The Executive Office addresses any questions regarding completeness of the supplied information according to the following procedure:

- The Chair or designee first contacts the candidate by telephone or e-mail and reviews the profile, including the questionable information.
- Voluntary corrections by the candidate are noted on the form or the candidate is asked to resubmit their form.
- Candidates who do not correct or clarify the questionable information are noted and reported to the committee. The committee reviews these cases and, based on the severity of the case, decides whether or not to include the candidate.

The Nominating Committee Chair prepares and distributes copies of the above materials to the committee members for their review at the annual Nominating Committee meeting. The committee reviews the documents and after deliberation decides on the best qualified candidates for each position.

**RECEIPT OF NOMINATIONS AND CANDIDATE VERIFICATION**

The Nominating Committee Chair, in cooperation with NCRA Executive Office staff, must notify, within five days, each candidate either by writing, e-mail confirmation, or by telephone to confirm receipt of their petition. However, a completed candidate petition form confirms the candidate’s intent to run for office. Petitions must be sent to the NCRA Executive Office staff in cooperation with the Nominating Committee Chair by e-mail. Petitioners are reminded that final selection of candidates is pending committee selection. Candidates for the Nominating Committee are reminded that they are not eligible to run for another office during their term on the Nominating Committee.

The Nominating Committee Chair with the NCRA Executive Office will verify membership status of eligible candidates and submit names to the Ethics Committee for check of any ethics violations.

**Nominating Committee Meeting**

The Nominating Committee holds an annual meeting, preferably in the fall. The purpose of the meeting is to select a slate of candidates for the ballot and to review and/or revise the
Committee’s policies and procedures. In the event that a meeting is not possible, a conference call meeting may be substituted. The NCRA Executive Office coordinates the arrangements for this meeting.

As elected representatives, the Nominating Committee strives to provide equal access and opportunity for active NCRA members to become candidates for elected positions.

**Election Slate Approval Process**

Nominees for all Board positions, Council on Certification, and Nominating Committee positions are required to provide a candidate profile summary including a philosophy statement, not to exceed 250 words, outlining their philosophy and potential long-range goals for the association. All candidates for office must hold current CTR certification.

**Treasurer Junior Candidates**

In addition to the candidate profile summary and philosophy statement, candidates for Treasurer Junior must submit a CV/resume which specifically highlights his/her past financial experience. Materials must be provided in electronic format.

The Treasurer Junior must be interviewed prior to being placed on the slate of candidates. The Nominating Chair must inform the Treasurer Junior candidates of this interview process. The Chair must convey that this position on the ballot is not confirmed until the interview process has been completed which will be conducted via a conference call.

Interviewers include the NCRA Executive Director, Treasurer Senior, and may include NCRA’s accountant, the current Treasurer Junior and the Nominating Committee Chair. All interviewers are sent a copy of the candidates’ profile summaries, philosophy statements and CV/resumes. The interviewers should receive the documents at least five days prior to the conference call to provide sufficient time for review.

The candidates for Treasurer Junior are asked questions during the call and candidates’ answers are evaluated by the interviewing team. If there are concerns about the qualifications of a candidate, the interviewing team summarizes the concerns and forwards their summary to the Nominating Committee Chair. The Nominating Committee will meet by telephone and/or e-mail to determine if the search for a new candidate(s) is necessary. The Nominating Committee will notify the Recruitment and Retention Board Director of its decision to either seek a new candidate(s) or to approve the current slate.

The Recruitment and Retention Board Director forwards copies of correspondence on policy or other important matters pertinent to the committee, to the Nominating Committee Chair.

The Executive Office shall circulate the official slate of candidates to the Nominating Committee for approval. Once approved, the Nominating Committee Chair shall circulate the slate of candidates to the Board of Directors, via the Recruitment and Retention Director, for review. Upon completion, the Executive Office will permanently file the official slate.
Notification of Candidates

Following the annual Nominating Committee meeting and after all verification processes, excluding Junior Treasurer interviews, have been completed, the Chair notifies all candidates, by telephone and/or by e-mail, of their selection by the Nominating Committee. The Chair must receive confirmation from the candidate that the notification was received, by either speaking directly to the candidate by telephone or by receiving an e-mail reply from the candidate. The Chair also explains the next steps that will occur leading up to the election. Following this notification the Chair then sends each candidate an e-mail informing them who their particular running mate is.

The Nominating Committee Chair notifies any candidates that were not selected for the ballot.

Ballots and Ballot Preparation

Elections are conducted by electronic ballot. A paper ballot will be made available upon request from a voting member. Ballots are posted on the NCRA online election website. Members are given a unique identifier for access to the online voting. This unique identifier will verify the ballots.

The Nominating Committee Chair works with Executive Office staff to:
- Coordinate the draft of the official ballot with instructions on voting.
- Assemble biographical information (i.e., candidate profile summaries) for each candidate.

The Executive Office will reproduce the candidate profile summaries and philosophy statements and e-mail them to each candidate for final approval. A deadline shall be set for return of any changes. If the candidate does not return any changes by the appropriate date, the profile will be printed as submitted.

The Nominating Committee, the President, the President-Elect/Secretary and the NCRA Executive Office review the electronic test ballot.

The President and Nominating Committee Chair are informed when the ballot notifications have been mailed and are made available electronically.

The Nominating Chair sends an e-mail to the Recruitment and Retention Board Director to announce that the election has officially opened, including the beginning and ending dates of the election period.

Election results are forwarded to the President and the Nominating Committee Chair. The President then notifies all candidates of the results.

Annual Meeting/Booth
The Nominating Committee (outgoing and/or incoming) will have a booth and/or a table during the NCRA Annual Conference (shared with NCRA). This can be an opportunity to solicit nominations, answer questions, and promote the nominating process.

Suggested items for distribution include:

- Synopses of Board positions
- Candidate petition forms and profile summaries
- NCRA organizational chart (on display)
- Excel spread sheet for sign-up for members interested in board positions (Booth Attendant)
- Excel spread sheet for sign-up of members interested in committee positions (Booth Attendant)

Invite the incoming Nominating Committee Chair and Committee members to share in staffing the annual meeting booth. Schedule a Nominating Committee meeting to be held at the annual meeting as an opportunity for the outgoing committee members to share with the incoming committee members.