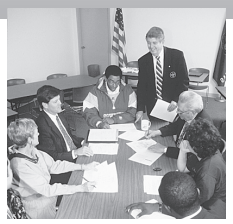
district nominating committee WORKSHEET



A district committee is responsible for increasing the effectiveness of Scouting throughout a district through the achievement of district goals. Thus, the task of the district nominating committee selecting a slate of competent officers and members at large for the next year is an extremely important one.

The appointment and report of this committee are provided for in article VIII, section 4 of the *Standard Local Council Articles of Incorporation and Bylaws,* No. 33736C. A suggested model, "District Election Procedures," appears in the appendix and is included in this folder.

Essential steps to be taken by the committee include the following:

1. View *The District Nominating Committee* video, No. AV-06V006.
2. Review qualifications listed on this page.
3. Study the participation and performance of last year's officers and members at large.
4. Make suggestions for each officer and member at large, matching skills to needs, and participate in committee effort to reach unanimous agreement on each nominee.
5. Participate as requested in personally contacting each nominee and securing agreement to serve. This step and the plans for recruitment are vital to the process. Use *Selecting District People,* No. 34512, as a guide.
6. Support fully the final action of the committee.
7. Treat all information as confidential.

District Chairman. An individual of character recognized in the community as outstanding because of achievements as a leader, with recruiting and organizing ability that will inspire confidence and win support and cooperation for Scouting. This individual should be acceptable to the business leaders, the educators, and the religious leadership of the community.

Vice-Chairman. One or more individuals who have the same qualifications as the district chairman.

District Commissioner. An individual of character and standing in the community with organizing, administrative, and leadership ability. This individual should be a person who can successfully work with the commissioner staff and other Scouters to strengthen the packs, troops, teams, and crews in the district.

The nominating committee, after consultation with the district Scout executive, recommends a district commissioner to the executive board for appointment and commissioning. The district commissioner is an elected member at large of the district.

District Members at Large. Individuals of character and standing in the community who, because of interest, organization experience, ability, or general knowledge, may be available for service as a chairman or member of one of the committees in the district or for service in some special capacity to the district. The incoming district chairman appoints the chairmen of the various operating committees and other special or ad hoc committees with the approval of the district committee.

District members at large (registration code No. 75) are voting members of the district committee. They are nominated by the district nominating committee and are duly elected by the district committee. They may be elected either at the last district annual meeting or during the interim at a regular duly called, monthly district committee meeting.

District Committee Members (registration code No. 79) are not elected but are recruited by the district chairman, district vice chairman, or one of the operating committee chairs to assist with some function of the district. They are not voting members of the district committee. They are usually registered in this position because (1) it is not currently feasible to have a committee member go through the district election process, (2) it is not the intent of the council or district to select them as voting members, (3) their task does not involve ongoing service on the district committee, or (4) the Scouter has agreed to help the district with a project or limited task but does not wish to serve as a regular member of the district committee.

Chartered Organization Representatives. Automatic voting members of the district committee selected by their respective chartered organizations.

PRESENT ELECTED OFFICERS AND MEMBERS

CONFIDENTIAL—Tear off and destroy this page after filling out the District Nominating Committee Report.

MY SUGGESTIONS FOR THE SLATE	Number of district committee meetings held last year_____		To be filled in by district executive	To be filled in by nominating committee member			
			Attendance and participation	General effectiveness			
	NAME	**OFFICE**	District meetings	Out-standing	Satis-factory	Unsatis-factory	Inactive
		(These are elected by the district committee) District chairman					
		Vice-chairman					
		Vice-chairman					
		Vice-chairman					
		All of the following served this past year related to the four functions:					
		District commissioner*					
		Membership chairman†					
		Finance chairman†					
		Program chairman†					
		Training chairman†					
		Camp promotion and outdoor program chairman†					
		Advancement and recognition chairman†					
		Activities and civic service chairman†					
		Other members at large					

*Recommended by the nominating committee and approved by the executive board with the concurrence of the Scout executive.

†These positions and others are appointed by the district chairman with the approval of the district committee.

Add additional pages as needed.



DISTRICT ELECTION PROCEDURES

PURPOSE

To elect district officers and district members at large.

Those eligible to vote

1. Chartered organization representatives registered and currently representing chartered organizations within the district's geographical boundaries. (See "chartered organization representative" on next page.)
2. Registered district members at large duly elected at the last annual district committee meeting or during the interim at a regular, duly called district committee meeting.
3. Registered council members at large residing in the district.

TIME

The district committee meeting immediately preceding the council annual meeting should be the district annual meeting.

PROCESS

1. Ninety days prior to the district annual meeting, the district chairman will submit suggestions for members of the nominating committee to the council president for approval. This committee should consist of three to five members. The president has the discretion to add or delete names for the nominating committee from the council executive board or the community at large. It is recommended that the council president appoint a member of the council executive board to serve on this committee. In the event of a vacancy in the office of district commissioner, the president may ask the council commissioner to serve on the committee.
2. When approval is received from the council president, the nominating committee will meet with the district executive as adviser to form the slate comprised of nominees for district chairman, one or more vice-chairmen, and district members at large, plus a nominee to be submitted by the district chairman for council executive board approval to serve as district commissioner.
3. The nominating committee will not only agree on the slate but will also secure the nominees' permission to stand for election and to serve if elected.
4. The members of the nominating committee will be identified to the district Scouters between 60 and 30 days prior to the annual district committee meeting so that suggestions may be given to them for consideration. (This information may be included in one formal notice of the annual meeting.)
5. Suggestions may be made in writing to the nominating committee for inclusion in their report providing the nominees thus entered are received by the nominating committee at least two weeks prior to the annual meeting of the district. If accepted by the nominating committee, the candidate will be contacted by the nominating committee and permission received from the person to stand for election and to serve.
6. To provide a fair and orderly nominating process, nominations will not be accepted from the floor at the time of election. This procedure also permits sufficient time to consider in advance all aspects of a nominee's suitability to serve.
7. At the district annual meeting the district chairman will call upon the chairman of the nominating committee for the committee's report and "turn over the chair to conduct the elections."
    a. The chairman of the nominating committee will present first the committee's nominees for district members at large; call for a motion, second, and vote.
    b. The chairman of the nominating committee then will present the committee's nominees for district chairman and vice-chairmen; call for a motion, second, and vote.
    c. The district commissioner is to be an elected member at large but is offered for appointment and approval as district commissioner by the council executive board through the report of the district

nominating committee and with the concurrence of the Scout executive. The district commissioner is not elected at the district annual meeting.

d. Vote of the majority of the members present at the district meeting is required for election.

DETAILS AND CONTINGENCIES

1. Newly elected officers and members at large take office immediately following the district business meeting.
2. If any portion of the nominating committee's report is rejected, this portion must be reintroduced at a special or adjourned or recessed meeting of the district committee to be held within 30 days of the present meeting. Formal notice of this meeting must be sent to eligible voters immediately so that it is received at least two weeks prior to the meeting. Additional names may be submitted to the nominating committee during that period. The nominating committee will, at the next meeting, proceed with the portion of the election that failed passage. It is hoped that the nominating committee members will discover the reasons for the failure of acceptance and attempt to deal with them.
3. In the event that a resolution is still not obtained, then the matter will be referred to the council president and/or executive board for final resolution.
4. Because members at large take office immediately upon election, they and the chartered organization representatives are eligible to vote at postponed elections if they were elected and the officers' slate was not accepted.
5. Voting may be done by ballot but voice or hand votes are acceptable since a district is a non-policy-making body. If ballots are used, the secretary should be instructed to collect ballots only from those eligible to vote, marked with the name of eligible voters and counted by clerks appointed by the chairman of the nominating committee. A motion to cast a unanimous ballot for the proposed candidates is acceptable.

CHARTERED ORGANIZATION REPRESENTATIVE

1. The chartered organization representative is automatically a voting member of the council and the district upon the selection or appointment by the community organization and when registered as a member of the Boy Scouts of America. The individual is to be registered during the time that the chartered organization designates this person as chartered organization representative and shall have one vote.
2. Primary responsibilities are (a) help units to be successful and (b) serve as a liaison between the chartered organization and Scouting.
3. The chartered organization representative is encouraged to become an active, participating member of one of the district's committees.

Note: Council bylaws are the "final word."

ADDITIONAL GUIDELINES

1. The district executive is responsible for the orientation/training of the committee at its first meeting. Be sure to have the committee view *The District Nominating Committee* video, No. AV-06V006.
2. Many district nominating committees also need to view one or both of the videos *Highlights of District Operation for the 21st Century* and *Recruiting District Volunteers.* They are on one videotape, AV-06V002A. The district highlights books also are helpful for orienting committee members and for use in recruiting officers and members at large.
3. The nominating committee has a major responsibility mandated in the bylaws and clearly defined above. However, the nominating committee should also operate after the annual business meeting to help fill vacancies, and to encourage the process of recruiting district volunteers throughout the year.
4. In supporting the work of the committee, district executives should use *Selecting District People,* No. 34512, as the central resource on recruiting district volunteers.

REPORT OF DISTRICT NOMINATING COMMITTEE

Council _____ District _____

To be submitted at the annual business meeting of the district to be held at:

Place_____ Address_____

_____ Date _____ Time _____

NOMINATIONS FOR DISTRICT MEMBERS AT LARGE

To support the four functions of membership/relationships, finance, program, and unit service.

NOTE:

The activity and action of this committee are guided by the council-adopted bylaws.

NOMINATIONS

District Chairman _____

Vice-Chairman _____

Vice-Chairman _____

Vice-Chairman _____

Vice-Chairman _____

Recommended for District Commissioner* _____

*The district commissioner's name goes on the slate of district members at large, but is offered by the nominating committee for appointment and approval as district commissioner by the council executive board and with the concurrence of the Scout executive. The district commissioner is not elected at the district annual meeting.

DISTRICT NOMINATING COMMITTEE

Signed

_____ Chairman	_____ Member
_____ Member	_____ Member
_____ Member	_____ Date

NOTE:

It is appropriate for the district chairman to announce the appointment of the various committee chairmen following the district election.

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