

## Checklist for District Nominations

Following is a checklist intended to facilitate your district nominations process. Please feel free to adapt the items or add additional items as appropriate for your particular district.

### January

- Publish a call for candidates in the district newsletter and on the district Web site. Be sure to include:
  - Officer descriptions, including the qualifications and responsibilities for each district position.
  - Copy of the District Officer Nominating Form.
- Appoint nominating committee members
  - Nominating committee consists of at least five members  
*(Please note: Any member of the committee must be in good standing. No committee member can be considered for the ballot while serving in this capacity. One of the five members shall be appointed chairman. If possible, a diverse committee shall be appointed including representation from areas and divisions. If a member served as a committee member last year, they may not serve again)*

### February through March

*(Districts may choose to complete some of these items in January)*

- Determine nominating committee meeting schedule and conduct meetings as defined
- Nominating committee members seek out qualified members, in addition to those candidates who announce their intention to run for office
- Nominating committee interviews all candidates (if feasible)
- All candidates sign and submit to committee their Officer Agreement and Release Form (required).
- Nominating committee completes the candidate checklist and evaluation form for each candidate.
- Nominating committee votes

- Nominating committee chairman or district governor notifies candidates of district officer selections. At that time, you will also want to confirm with selected candidates their agreement to assume the responsibilities of their new role. Candidates that are not selected should be informed of their eligibility to run for office from the floor at the district annual business meeting.

## **April**

*(Districts may choose to complete some of these items in March)*

- Nominating committee completes nominations report
- District distributes nominating committee report to members of the district council at least two weeks in advance of annual meeting.  
*(Please note: Completed reports may contain a statement from each nominated candidate, if applicable, including a biographical sketch and overview of how he or she intends to fulfill duties of office and contribute to district success).*

This report can be provided in one of two ways\*:

1. Included with notice of meeting
2. In the district's newsletter and/or on the district's Web site.  
The notice of meeting should be included.

*\*If the report is not distributed within the established guidelines, the report is null and void. In this case, all candidates must then run from the floor.*

- Nominating committee chairman provides district governor with all Officer Agreement and Release Forms
- Post district council meeting: district governor submits all Officer Agreement and Release Forms to TI.

## **April through May**

- Submit new officer contact information to TI