V.9 NOMINATIONS AND APPOINTMENTS

Objectives

Solicit nominations and recommend candidates for Regional and IEEE leadership positions.

Responsibilities:

Solicit nominees from Region 3 Committee members for the Region 3 office of Delegate/Director-Elect.

Review qualifications and select Region 3 Delegate/Director-Elect candidates in accordance with Article III, Section 5 of the Region 3 Bylaws.

No later than the date published by IEEE Headquarters of the election year (odd numbered years), the names of the selected candidates will be submitted to IEEE Headquarters for the ballot of that year.

Solicit nominations and volunteers for service at the Region level. Collaborate with Region 3 Delegate/Director and Delegate/Director-Elect to fill Region 3 Executive Committee positions.

Solicit potential candidates to be considered by the IEEE Nominations and Appointments Committee and the MGA Nominations and Appointments Committee for service on IEEE Committees and Boards.

The Chair of the Region 3 Nominations and Appointments Committee will serve as a Corresponding Member of the MGA Nominations and Appointments Committee.

The Nominations and Appointments (N&A) Committee shall assist in other tasks as requested by the Region 3 Delegate/Director.

Ensure N&A milestones are accomplished in a timely manner.

Membership

The Region 3 Delegate/Director, with the concurrence of the Region 3 Executive Committee appoints the Nominations and Appointments Committee Chair who shall have been a recent Region 3 Delegate/Director.

The two most recent past Region 3 Delegate/Directors (not the chair) who are willing to serve and the current year GOLD Chair shall serve as the other members of the N&A Committee.
No potential candidate for Region 3 Delegate / Director Elect can serve on the Nominating Committee.

Meetings

The Nominations and Appointments Committee members will meet only as required and as approved by the Region 3 Delegate/Director.

Nominations and Appointments Committee Schedule

The N & A Committee Schedule below is provided for committee guidance and the internal milestone dates may change. It is the responsibility of the Committee Chair to ensure the schedule complies with the Region 3 Delegate/Director's annual "Calendar of Events".

Even Year Schedule
01-01 The Region 3 Delegate/Director makes N&A Committee appointments.

01-15 The N&A Committee Chair sends roster, schedule, procedures, applicable bylaws and goals to N&A Committee members.

02-15 Region 3 Secretary issues Call for Nominations for Region Delegate/Director-Elect candidates to Region 3 Committee Members. The description for an IEEE Director, as approved by the IEEE Board of Directors, shall be provided in the Call for Nominations. Providing a web link to this description is an acceptable way to provide the information in the Call for Nominations.

02-xx Region 3 Secretary with Delegate/Director's approval submits Call for Nominations to the editors of the INSTITUTE and the Region 3 Newsletter.

04-15 N&A Committee Chair communicates with N&A members to confirm that the candidates conform to the minimum requirements.

05-01 N&A Committee engage potential candidates to determine their availability to serve if elected and to request they complete and submit the Nominations Form which requires submission of a Biography, list of IEEE Activities and Position Statement for use by the Nominating Committee in evaluating their qualifications. This information is also a requirement for the election booklet should they be nominated by the Region.

No Candidate for the Delegate / Director Elect, including those who maybe nominated from the floor, will be considered unless accompanied by the required Nominations Form information.

07-01 N&A Committee selects candidates to be submitted to the Region 3 ExCom.

09-01 Submit recommended slate to R-3 ExCom to be approved at fall ExCom meeting..

10-xx Submit R3 ExCom approved slate of candidates to the Region 3 Committee for endorsement at the fall Region meeting. The Region 3 ExCom will accept nominations from the floor provided required candidate information is supplied.
12-01 If the slate of candidates is not approved at the fall Regional meeting, the Secretary will poll the Region 3 Committee for endorsement of ExCom approved slate for Region 3 Delegate/Director-Elect. Region Committee responses are due no later than 12-31. Delegate/Director appoints a Tellers Committee Chair with committee to tabulate Region Committee responses.

Odd Year Schedule (IEEE Election Year for Region 3)

01-07 If required, the results from the request for Region Committee endorsement submitted by Tellers Committee to Region 3 Delegate/Director with copy to the N & A Chair.

02-xx If required, the N&A Committee presents Region 3 Delegate/Director-Elect slate as endorsed by the Region 3 Committee to the Region 3 ExCom and Region 3 Committee.

02-15 Delegate/Director-Elect candidates' names formally submitted by Region 3 Delegate/Director to IEEE Headquarters.

02-xx N & A Chair with Delegate/Director's approval submits "Special Call for Region Volunteers" to the Editor of the Region 3 Newsletter.

04-xx N & A Chair solicits volunteers from members of the Region 3 ExCom and to the Region 3 Committee. Initiate volunteer screening for R3 ExCom standing committee and ad hoc assignments.

10-xx Complete volunteer screening for committee & special assignments.

11-xx Recommend "volunteer slate" to incoming Delegate/Director.

12-xx N & A Committee discharged by outgoing Region 3 Del./Director.

Revised February 2012