

Nominating Committee

The Executive Committee selects a Nominating Committee which consists of three Active Members not currently holding office. This selection occurs at the first Executive Committee meeting. The President contacts these people at the Branch meeting and appoints a Chair of the group. The Nominating Committee presents nominees for vacant positions on the Executive Committee and nominees for Director-Elect and a representative to the Certification Board.

Duties of the Nominating Committee:

1. The Nominating Committee nominates two candidates for each office, including those for the Certification Board, where vacancies occur or terms of service of incumbents are due to expire at the following annual meeting.
2. The Nominating Committee shall report its nominations to the NCB President and to the Secretary-Treasurer by January 1.
3. The Secretary-Treasurer shall announce the roster of candidates to the Active Members not less than two months prior to the annual meeting (Jan.).
4. The President shall supply a list of nominees and their biographies to the ESA headquarters in early January.
5. The ESA headquarters shall prepare the electronic ballot for North Central Branch elections
6. The Secretary-Treasurer will send voting instructions (mailed or emailed) to the membership.
7. Written ballots shall be available to members upon request to the Secretary Treasurer.
8. The ESA headquarters will supervise the collection and tabulate the results.
9. In case of a tie vote for any office, the Nominating Committee shall decide the tie.
10. A majority of votes cast shall be the deciding factor in all matters put to vote, unless otherwise specified in the Constitution or By-Laws.
11. The Chair will solicit supporting documents from the two nominees for Director-Elect to the Certification Board and will submit all materials to the NCB President.
12. A final report summarizing committee activities should be forwarded to the Secretary-Treasurer and NCB President before the annual meeting. The final report should also include any suggestions for changes or updating of the committee procedures or guidelines.

The Executive Committee of the North Central Branch consists of the President, President-Elect, the Immediate Past-President, the Secretary-Treasurer, the Representative to the Governing Board of the parent Society, and three Committee Members-at-large.

The members of the Executive Committee are elected by a ballot (written or electronic) sent to and returned by the membership of the Branch.

Terms of Office

1. President -1 year
2. Secretary-Treasurer - 3 years and may be re-elected to a second term.
The election shall take place 1 year in advance of the date office is taken.
3. Representative to the Governing Board of ESA - 3 years
4. Executive Committee Member-at-Large - 3 years. Of the three members, only one terminates each year.

The terms of the office of the Representative to the Governing Board and of the Secretary-Treasurer shall be so arranged that they do not terminate in the same year. No member may occupy more than one office at any one time except for temporary appointments by the Executive Committee or the President.

Vacancies

President -- In case of vacancy in the Office of the President, the President-Elect shall become President.

President-Elect -- In case of vacancy in the Office of President-Elect, the Executive Committee Member-at-Large with the longest term of service shall become President-Elect.

Secretary-Treasurer, Representative to the Governing or Executive Committee Member-at-Large -- A vacancy in the position of Secretary-Treasurer, Representative to the Governing Board, or Executive Committee Member-at-Large, occurring in the interval between meetings, may be filled until the next annual election by temporary appointment by the President with the approval of the Executive Committee.

Certification Board of the ESA

The Certification Board consists of a Director, Director-Elect, Past-Director, and one representative from each Branch. The Nominating Committee submits the names of two nominees each for Director-Elect and Board representative to the NCB President who will forward their names to the ESA national office. Election for Director-Elect and Board Representative occurs at the time of the parent Society's annual election. All Certification Board nominees must be a current Board Certified Entomologist but need not be an ESA member.

The Director-Elect serves for one year. The following materials must be submitted for Director-Elect nominees to the Certification Board:

1. A short paragraph indicating the rationale or justifying why the individual is qualified for the position.
2. A brief biographical sketch of the nominee(s)
3. A 2" x 3" black and white photo or digital image to be used for publicity purposes.

The Certification Board member will serve for three years with the term of office to coincide with the term of the Branch's Representative to the Governing Board. No

nominating materials need be submitted. The names of the nominees, plus the required nominating materials for Director-Elect, must be submitted to the national ESA office no later than June 1.

Dates and events of importance to the Nominating Committee:

March (at annual meeting)

President and Executive Committee select 3 members to serve on the Nominating Committee. President selects one member to be Chair. President presents a formal charge to the committee regarding specific offices requiring nominations.

January (early)

ESA prepares balloting website which include candidates and their background information. The ESA shall administer this site.

February (1 month before annual meeting)

Secretary-Treasurer's last chance to announce roster of candidates to the membership and provide voting instructions to the membership.

March 1

ESA provides the President with the results of the election.

March (Mid) (annual luncheon)

Election results announced at awards luncheon at annual meeting.

*Note: The Constitution and By-Laws of NCB do not outline or give specific suggestions on how the Nominating Committee is to proceed to select candidates for office. Each Nominating Committee may proceed as it sees fit.

A Suggested Procedure:

April

President of NCB should write to Nominating Committee Chair and informs the Chair of any vacancies to be filled. Chair of the Nominating Committee contacts members of the committee and asks them to begin thinking of names for the vacant positions.

May

Chair of Nominating Committee should write to Secretary-Treasurer or to previous Nominating Committee Chair to obtain a list of previous office holders. This list will be valuable in screening who in the Branch has served in various capacities. It will help to evaluate and rank candidates.

May-September

Nominating Committee Chair should send a letter to all department chairs listing vacant positions and asking them to discuss the openings among staff and solicit candidates in and out of their department who might be considered for an office. Department chairs should ask those interested to send their selection of candidates to the Nominating Committee Chair no later than September 15.

September or October

Chair of Nominating Committee needs to keep a list of names and addresses of all candidates by position. Nominating Committee should look over candidates and narrow the lists of candidates to about 6 of the strongest for each position. The Nominating Committee Chair should write to each candidate and ask if he or she would be willing to serve in office, if selected.

November

From the list of those who accept, the two strongest candidates should be selected for each office and a biographical sketch should be requested from each to be included in the ballot .

December

Data for each candidate are compiled. This list of candidates and accompanying information shall be forwarded to the ESA headquarters by January 1.

January-March

The Secretary Treasurer shall provide voting instructions to the branch membership and provide written ballots to members without email addresses or upon request.

The ESA headquarters shall administer the voting process and return the results to the Branch President my March 1.

Annual Meeting

The Nominating Committee presents the nominees for Director-Elect and when appropriate for Certification Board Representative to the Executive Committee. Election results of other vacant positions are announced at annual banquet by the Branch President.