

## **SPECIAL OPERATIONS ASSOCIATION**

### **STANDARD OPERATING PROCEDURE**

#### **ANNEX H**

#### **NOMINATING COMMITTEE**

- I. GENERAL. Refer to SOP.
- II. DUTIES OF THE NOMINATION COMMITTEE. Performs the duties as outlined in the SOA bylaws Article VIII (Committees) Paragraph C (Nominating Committee), as amplified in Robert's Rules of Order and/or as directed by the SOA Board of Directors (BOD).
  - A. Select a minimum of two General Members to form a Nominating Committee. Obtain SOA BOD approval of the Nominating Committee members.
  - B. Maintain a roster of current Officers and Directors indicating their term dates based on the approved staggered eligibility system.
  - C. Solicit qualified candidates from the general membership. Coordinate with Membership Committee Chairman to insure eligibility of candidates as outlined in the above cited bylaw article
  - D. Contact nominees ascertaining their acceptance to participate in the election process, requesting they provide a short biography (no more than 150 words), and one passport size photograph.
  - E. Prepare informational summaries of candidates that include name, position for which they are running for, biography, and passport size photograph. Submit to BOD for inclusion in the PRP.
  - F. Prepare a ballot listing each candidate and space for write-in candidates. Provide the ballot to the BOD for inclusion in the PRP.
  - G. Notify the SOA Membership at the Annual General Membership Meeting of the positions available for the next election. Place an announcement of positions available in the SOAR After Action Review and announce through social media/email blasts.

ANNEX H to SOA SOP Continued

III. EFFECTIVE DATE. This Annex to the SOA SOP will become effective upon the approval of the BOD and the dated signature of the Vice President of the SOA.



Michael Taylor  
Vice President

Date: February 16, 2017