



Nominations Committee

October 31, 2025





Election of Board of Director Officers

- The officers of the Corporation shall be a Chair, a Vice Chair, and a Secretary. All officers shall be private industry members of the Board.
- Officers of the Corporation shall be elected by the Board for terms of two (2) calendar years and shall be eligible for re-election without limitation.
- The Board shall elect its officers from the nominations slate and from any nominations from the floor for each office, at the annual meeting of the Board.
- Any vacancy among the elected officers shall be filled by election by the Board of a successor to fill the unexpired term.



CHAIR

- The Chair shall be elected by the Board from among those Directors who are representative of the private sector. The duties of the Chair shall include but are not limited to the following:
 - Preside over meetings of the Board;
 - Make appointments to standing committees, Ad Hoc committees and shall be an ex-officio member of all committees;
 - Serve as the official spokesperson for the Board;
 - The Chair or a designee shall represent the Board at state, regional or national meetings concerning workforce development or other business of the Board; and



VICE CHAIR

- The duties of the Vice Chair shall include, but are not limited to:
 - In the Chair's absence or temporary disability, the Vice Chair will exercise all authority and discharge all responsibilities of the Chair subject to restrictions applicable to the Chair;
 - Perform such other duties as may be identified by the Board.



SECRETARY

- The duties of the Secretary, which may be the chief executive officer, shall include, but are not limited to:
 - Keep or cause to be kept, and certify the minutes of all meetings of the Board;
 - Serve as custodian of corporate records; and
 - Perform all duties incident to the office of the Secretary as may be required by law, these Bylaws, or as assigned from time to time by the Board.



Election of Officers

Order of Business

■ Chair Election

- The presiding officer calls for the Nominating Committee Report for Chair (if applicable) .
- The presiding officer then opens the floor for additional nominations for Chair .
- After all nominations are received, the presiding officer declares nominations closed .
- If a ballot vote is requested (rather than a vote by show of hands):
 - Each Board member writes their vote on a ballot and signs their name .
 - Ballots are collected, tallied, and results announced .

■ Election of Other Officers

- The presiding officer proceeds with the election of Vice-Chair and Secretary .
- If there is only one nominee for a position, the presiding officer entertains a motion to elect by acclamation .
- If a position is contested, the same ballot process as above is followed .

- **Eligibility:** Both the Chair and Vice -Chair must be selected from the private sector.



Handling Nominations from the Floor

- After each nomination, the Chair repeats the name to confirm.
Example: “Cletus Potzbius has been nominated. Are there further nominations?”
- Rules for Floor Nominations:
 - Recognition by the Chair is not required; members may call out nominations while seated.
 - In larger assemblies, recognition may be required if adopted by rule or incidental motion.
 - Nominations do not require a second, though a second may signal endorsement.
 - Members should not nominate more than one person for the same office until all have had the chance.
 - No member may nominate more candidates than there are seats to be filled .
 - Nominations are taken for successive offices in the order the bylaws list them.



Closing Nominations

- According to Robert's Rules, motions to close nominations are usually unnecessary because the nomination process simply continues until no one wants to make further nominations. When the nominations stop, the chair just declares nominations closed
- No motion is required to close nominations; the Chair simply declares them closed once no further nominations are offered.
- Before doing so, the Chair must be certain no more nominations are forthcoming.
- The common practice of calling for nominations “three times” is customary but not required.
- A motion to close nominations is out of order while any member is attempting to make a nomination.



Nominations/Elections Timeline

- **October 31, 2025** – Nominations Committee meets to discuss the process: Review board vacancies and officer positions (Chair, Vice Chair, Secretary); Confirm eligibility criteria for nominees; Approve timeline and communication plan.
- **November 3, 2025** – Call for Nominations: Send official notices to current board members inviting self -nominations or nominations of other qualified candidates.
- **November 18, 2025** – Nomination Submission Deadline: Verify candidate interest in running for positions for which they were nominated.
- **November 20, 2025** – Meet with Nominations Committee to review eligibility of all nominees and slate of candidates for all positions.
- **December 12, 2025** – Board Meeting and Elections Take Place.



Questions



Thank you!

