

The 5 members of the nominating committee (one from each Midwest state), including the person designated as the chairperson, are appointed by the President, and approved by the Board. To start, the committee should get from the Recording Secretary (1) the list of current officers and directors, including the dates when each director's term expires, (2) a current membership list (3) a list of any members living in the Midwest who are not life members, who have not paid their dues on time and are therefore not eligible to be nominated, and (4) the dates for when the slate of nominated officers/directors is due to be given to the Recording Secretary and to the MBC membership. Recommend that the chairperson contact each member of the nominating committee, and schedule a conference call, to discuss who should be asked for each position. The Recording Secretary can assist with scheduling the conference calls.

All officer/directors have to live in the "Midwest". They have to be Life Members, or have paid their dues by 1 October. Officers' terms are for 1 year, directors terms are for 3 years. Their terms start and end at the annual membership meeting, so the dates vary from year to year. There is no rule that all current officers and directors whose terms are expiring, have to be asked to run for office for another term. There is no rule that a member of the nominating committee can NOT be nominated for a position. It is recommended that all Board members have email. The most difficult job to fill is President, then Recording Secretary. It is recommended that the Recording Secretary and the Corresponding Secretary have access to a computer with word processing software and a printer, in order to do their jobs. The nominating committee can nominate more than 1 person for a position; however, that forces the club to hold an election. A director whose term has not expired, can be nominated for an officer position (see standing rule C3) but must resign his current position. In that case, the nominating committee should nominate a person for the remaining term of that director who resigned.

Once the committee agrees on who should be asked, it is recommended that only one committee member be appointed to contact each potential nominee. It is important to keep track of (1) who was asked for each position, (2) did that person say yes, no or maybe, and (3) did that person say he/she would prefer to be nominated for a different position. There is no requirement as to how (phone, email, letter) a potential candidate should be contacted. If the person says yes, it should be made clear, that this is an inquiry only (see standing rule C9). If a position is still not filled, it may be necessary to have another meeting of the nominating committee and ask for more names of potential candidates, or ask a person already contacted to accept a different position. (For example, Jane Doe was asked to be vice president and accepted. Then Dan Scott was asked to be treasurer and said no. So the committee decided that Jane Doe should be asked to be treasurer). When all positions are filled, the nominating committee should review who has accepted being nominated, and voted that this is the final slate. Then each nominee should be contacted one more time, asking for a written (letter or email) confirmation that the person agrees to be nominated for that position. After the confirmations have been received from all nominees, then the entire slate can be sent (letter or email) to the Recording Secretary.

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From the Midwest Borzoi Club Standing Rules

C1. There shall be 5 members on the Nominating Committee, one from each state. One member may be a member of the board of director's with an unexpired seat. The president as per the constitution selects the chairman.

C2. The Nominating Committee should consider whether or not to ask these persons to run for office again if they have not been able to attend meetings.

C3. Any board member, who has a term that has not expired, must sign a letter of intent to run for office or run by petition, and must resign their current board seat.

C9. Whenever the Nominating Committee contacts potential candidates, they will make it clear in their communication that it is an inquiry regarding their availability and interest, and not a guarantee of their inclusion on the ballot.

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The following are rules from the Constitution.

From the Constitution:

Article I, Section 3. The Club shall restrict its activities, pertaining to Specialties, Supported Shows, Board Meetings, General Membership Meetings and all Club-titled functions to the states of Indiana, Illinois, Ohio, Michigan and Wisconsin. Hereafter referred to as the Midwest.

ARTICLE IV - OFFICERS AND DIRECTORS.

Section 1. Officers.

A. The officers shall be comprised of the President, Vice President, Recording Secretary, Corresponding Secretary and Treasurer, all of whom shall be members in good standing and who are residents of the Midwest as stipulated in Article I, Section 3 of the Constitution and by-laws.

B. They shall be elected for one (1) year terms at the Annual Meeting as provided for in Article V, and they shall serve until their successors are elected, in their capacities, with regard to the Club and its meetings.

Section 2. Duties.

A. The President shall preside at all meetings of the Board of Directors and shall have the duties and powers normally appurtenant to the office and, in addition, those particularly specified in this Constitution and by-laws.

B. The Vice President shall have the duties and exercise the powers of the President in the case of the President's absence, incapacity or death.

C. The Recording Secretary shall keep a record of all meetings of the club and of the Board of Directors and of all matters of which a record shall be ordered by the Board, and to call a meeting to order in the absence of the President and Vice President, then presiding until the election of a President Pro Tem. He (she) shall have charge of notification of applicant's rejection of membership, and shall provide the nominating committee each year a complete listing of all members who are eligible to hold office, notification of officers and directors of their election to office, keep a roll of members of the Club with their addresses and carry out such other duties as prescribed in this Constitution and By-Laws and are directed by the President and Board. The Recording Secretary will maintain custody of the minutes and all historical documents of the Club. The Recording Secretary may use the club publication for notification of any meetings where sufficient time (four weeks) is allowed. Any notice published therein from the Recording Secretary's office about any Club business will be considered adequate and binding. In the absence of the Recording Secretary, the duties shall be filled by the Corresponding Secretary for the remainder of the current "official" year. The Recording Secretary will be in charge of soliciting judge nominations from the members, and creating breakdown and final ballots for the selection of Club specialty shows.

D. The Corresponding Secretary shall maintain a list of all officers, board members, committee chairs and general members and have charge of all general and official correspondence. The Corresponding Secretary shall be in charge of filing all paperwork associated with the Club specialty shows, notifying judges of election or defeat, and securing judging contracts when needed by the Club and any other duties as may be directed by the President and the Board. In the absence of the Corresponding Secretary, the duties shall be filled by the Recording Secretary for the remainder of the current "official" year.

E. The Treasurer shall collect and receive all money due or belonging to the Club. He (she) shall deposit same in a bank satisfactory to the Board in the name of the Club. His (her) books shall be open to the Board for inspection at all times and he (she) shall report the condition of the Club finances at every meeting of the Club of every item of receipt and payment not before reported. At the Annual Meeting he (she) shall render an account of all money received and expended during the previous fiscal year.

(1) The Treasurer shall pay all normal expenses of the Club without specific direction; however, any Special expenditure requiring Club funds must have authorization of the Board or the President in writing.

(2) The Treasurer shall be solely responsible for any and all club funds and transactions and shall be bonded in such amount as the Board shall determine.

F. The Directors shall consist of six (6) other members in good standing that are residents of the Midwest as defined in Article I, Section 3, elected by ballot, two (2) each year for a three (3) year term. The immediate Past President shall automatically be a member of the Board for a period of one year. This position will be in addition to the regular six members of the Board. The Officers and Directors together shall make up the Board, and general management of Club affairs shall be entrusted to them.

#### Article V, Section 4. Nominations.

A. No person may be a candidate in any Club election who has not been nominated in accordance with this Constitution and by-laws, or who is not a member in good standing.

B. It shall be the duty of the Nominating Committee Chairman to call a meeting of this committee and work out a complete list of nominees 100 days prior to the annual meeting.

C. The Nominating Committee shall nominate one (1) or more candidates for each office and two (2) or more candidates for the other two (2) positions on the board. After securing the consent of each person so nominated, shall report his or her nominations in writing to the Recording Secretary 90 days prior to the Annual Meeting. The Nominating Committee or the Recording Secretary shall submit the slate of nominations in writing to the membership by first class mail 60 days prior to the Annual Meeting.