

SSR Ad Hoc Nominating Committee: Standard Operating Procedures

Nominating Committee Membership

SSR Bylaws, Article X, Section 2a.: A Nominating Committee shall consist of nine Regular Members, of which three must be Past Presidents of the Society, selected by the Board of Directors with due consideration to representation of different scientific areas of reproductive biology. The Chairperson and the Members of the Committee shall be announced and made known to the membership of the Society at least five months prior to each election. The Chairperson of the committee shall be chosen by the President-Elect of the Society from the current membership of the Committee. A new Chairperson shall be appointed yearly. Members of the Committee with the exception of the Chairperson shall not serve on the Nominating Committee for consecutive years.

Duties of Nominating Committee

SSR Bylaws, Article X, Section 2b. The Nominating Committee shall solicit, collect, and evaluate nominations from the Regular Members of the Society for the offices of President-Elect, Secretary, Treasurer, and Director when applicable. Members of the Nominating Committee may make nominations, as well. Submitted nominations shall require supporting comments. The entire Committee shall evaluate the submitted nominations and shall select at least two candidates and one alternate for the Office of President-Elect, Secretary, and Treasurer when applicable and shall select at least four candidates and two alternates for the Office of Director. Current members of the Committee cannot be nominated and the final candidates for one office cannot be from the same institution. Current elected Board members must be in the final year of their term to be nominated for another elected Board position. The Editor-in-Chief of *Biology of Reproduction*, who attends Board meetings and serves at the pleasure of the Board, should be in the final year of his/her editorial term to be nominated for a position on the Board of Directors. The Committee's recommendations shall be transmitted to the Board of Directors for their approval at the Mid-Winter Board meeting. The election shall be held not more than five months nor less than two months prior to the annual meeting. For the election, the President or designated agent shall send to every Regular Member a ballot containing the list of nominees with space for such additional names as the Regular Members wish to propose and brief biographies of nominees. The marked ballot shall be returned to the President or designated agent at such time and place as designated. A plurality of the votes cast shall be necessary to elect the President-Elect, Secretary, and Treasurer. The two nominees with the highest number of votes will be elected as Directors. In case of a tie vote, the President shall cast the deciding ballot.

Attachment:

1. Schedule of Nominating Committee Activities

Modifications to this SOP require Board approval before they are applicable

SSR: 5/22/2007

FINAL: 11/10/08

Modified: 12/10/2015

Attachment 1. Schedule of Nominating Committee Activities

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| July | Committee meeting at SSR Annual Conference (Chair, Committee). |
| September | Article due for October Newsletter (Chair). |
| September | Finalize text for <i>Call for Nominations</i> and send to Executive Director (Chair). |
| September | Print <i>Call for Nominations</i> , including list of Nominating Committee members (Business Office). |
| September | <i>Email Call for Nominations</i> to Regular Members of the Society with working email addresses and mail to all others via First Class USPS; post <i>Call</i> on the SSR web site; email alert on SSREPRO (Business Office). |
| September | October Newsletter posted and mailed. |
| October | Email reminder of deadline for nominations (Business Office). |
| November | Deadline for receipt of nominations sent directly to the Chair by the nominating member of SSR. |
| November | Check membership status of nominees and nominating persons (Chair sends the list to the Executive Director for confirmation). |
| | Inform nominees that if elected, they will be responsible for registration, transportation, and hotel expenses for the Annual Meeting, and Society will be responsible for transportation, hotel, meals and incidental expenses for Mid-Winter Board Meeting. |
| November | Information about all nominees and instructions for voting sent to Nominating Committee for consideration (Chair sends to Committee). |
| December | Deadline for committee votes. Allow time for a possible second round of voting. Chair tabulates votes. Committee must select two candidates and at least one alternate (preferably two alternates) for the Office of President-Elect and the Office of Secretary, and four candidates and at least two alternates (preferably four alternates) for the Office of Director. Confirm willingness of candidates to be on the ballot and serve, if elected. |
| December | Prepare list of candidates and alternates and send to Nominating Committee for approval (Chair). |

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| December | Final approval of list from Nominating Committee. |
| January | Slate of candidates and alternates submitted to SSR Board for approval at its midwinter meeting in 2006. Committee report is to be submitted to the Board Liaison and Executive Director (Chair). |
| February | Midwinter Board meeting; receive Boards approval and/or recommendations via Board liaison; solicit biographical information & photo from final candidates (Chair, Committee). |
| March | Notify alternates & candidates; request bio-sketches & photos from candidates (should be submitted to Chair) |
| March | Biographical information & photo due from candidates. |
| March | Finalize text for ballot and information brochure (Chair, Executive Director). |
| April | Prepare ballot and brochure (Business Office). |
| April | Email ballot and brochure to Regular Members with working email addresses and mail to all others via First Class USPS; post brochure on the SSR web site; email alert on SSREPRO (Business Office). |
| April | Email reminder of election deadline (Business Office). |
| May | Deadline for receipt of votes; count ballots (Chair). |
| May | Election results reported to the Committee, President, Liaison, Exec Director; notify those who did not win & winners (Chair). |
| May | Election results reported to the Newsletter Editor (Chair). |
| July | Submit committee report for Board Book to Committee liaison and Business Office (Chair prepares report). |
| July | Attend Annual Meeting, Attend Committee Meeting. Provide summary of activities and suggestions for next year (Liaison or Chair presents final report). |
| July | Present election results at Business Meeting (Chair presents final report). |

Retiring Chair is responsible for providing Incoming Chair with examples of correspondence and announcements.

*Directors can serve as ex officio members on committees, but should not be members of committees. While they are members of the Board of Directors, they cannot be chairs of committees. Ex officio members and Board Liaisons can participate in all committee communications and discussions, but they cannot vote on committees. Trainee members can serve on committees when invited and participate in all committee communications and discussions. The trainees on the committee can vote.**

**As approved by the SSR Board of Directors at the 2012 Summer Board Meeting.*