

---

## Nominating Committees President-Elect and Vice Presidents-Elect

### 1. Name

- 1.1. The name of these committees will be the Nominating Committees of the Texas Association for Health, Physical Education, Recreation, and Dance (TAHPERD).

### 2. Purpose

- 2.1. Identify individuals, according to procedures outlined below, from the membership of TAHPERD who are qualified to serve as President-elect or as Vice President-elect for the Divisions: Area, College, Dance, General, Health, Physical Education, and Recreation.
- 2.2. Select two (2) candidates for each office from those nominated by the membership, to be presented to the Representative Assembly at the Annual Convention for election.

### 3. Organization

- 3.1. The committees are Standing Committees composed of members appointed by the TAHPERD President-elect.
- 3.2. Members of the committees must be professional, retired, or an emeritus TAHPERD member in good standing.
- 3.3. Committee members will serve a three-year (3) term with members being appointed each year by the President-elect to serve on the committee upon approval from the Board of Directors at the Winter meeting.
- 3.4. A Chair of the committee will be appointed each year by the President-elect upon approval from the Board of Directors at the Winter Board meeting.
- 3.5. The nominating committee for President-elect will be composed of six (6) members that are diversified to reflect gender, the teaching levels (K-12 and college/university) and disciplines (health, physical education, recreation, and dance) of TAHPERD.
- 3.6. Each of the Nominating Committees for a Division Vice President-elect shall be composed of three (3) members that are diversified to reflect gender, the teaching levels (K-12 and college/university) and disciplines (health, physical education, recreation, and dance) of TAHPERD.
- 3.7. A member not fulfilling the obligations of the committee without sufficient cause will be removed from the committee. Decisions concerning "sufficient cause" will be made by the Executive Committee.

### 4. Qualifications

- 4.1. To be eligible for nomination to the TAHPERD office of President-elect a person must:
  - 4.1.1. have been a member of TAHPERD for the five (5) years immediately preceding nomination,
  - 4.1.2. have served as Vice-President of a Division, held other leadership roles in the Association, and attended TAHPERD events.
  - 4.1.3. at the time of nomination, may not be serving as TAHPERD President, President-elect, Vice President, Vice President-elect, Section Chair, or Section Chair-elect,
  - 4.1.4. have not accepted a nomination for another TAHPERD office,
  - 4.1.5. have not resigned an office in order to accept a nomination for another office.
- 4.2. To be eligible for nomination to a TAHPERD office of Vice President-elect, a person must:
  - 4.2.1. have been a member of TAHPERD for the three (3) years immediately preceding nomination,
  - 4.2.2. have served in a leadership role in the area represented by the office for which nominated,
  - 4.2.3. at the time of nomination, may not be serving as TAHPERD President, President-elect, Vice President, Vice President-elect, Past Vice President, Section Chair, or Section Chair-elect,
  - 4.2.4. have not accepted a nomination for another office,
  - 4.2.5. have not resigned an office in order to accept a nomination for another office.

## 5. Nominating Timeline, Procedures, and Responsibilities

- 5.1. TAHPERD members shall be invited to nominate persons to be considered for the offices by announcements made at the Annual Convention, Leadership Conference, published in the *Texas HPERD Journal*, and the electronic newsletter linking to the online nomination page on the TAHPERD website.
- 5.2. The following dates shall be observed by all concerned in connection with the selection of nominees:
  - 5.2.1. **Annual Convention**

All committee members will bring names to their respective convention committee meeting for consideration by the committee as nominees,
  - 5.2.2. **January 5**

Committee Chairs email or phone their respective committee members informing them of their expected presence at the Leadership Conference for a meeting to discuss nominees. Remind committee members that all nominations can be made online through the TAHPERD website and are due to the TAHPERD Office no later than February 15
  - 5.2.3. **January - TAHPERD Leadership Conference**

Committee Chairs and members present at the TAHPERD Leadership Conference are asked to generate nominees for their represented area and others,

**5.2.4. February 15**

Deadline to submit nominations to the TAHPERD Office,

**5.2.5. February 20**

TAHPERD staff:

5.2.5.1. checks eligibility of nominees.

5.2.5.2. sends an email notifying the member they have been nominated and asks for confirmation the member will run for the office.

5.2.5.3. will request a copy of the member's resume, using the TAHPERD format, and a head-shot photograph to be returned electronically to the TAHPERD Office no later than March 1.

**5.2.6. March 1**

Deadline for nominees to submit their one-page resume and photograph to the TAHPERD Office,

**5.2.7. March 10**

TAHPERD Office sends confirmed list of nominees and their TAHPERD resume to the Chair and members of the appropriate Nominating Committee with instructions for Chair and members on rating the nominees and returning the information to the Chair.

**5.2.8. March 20**

Deadline for committee members to send ratings to committee Chair,

**5.2.9. April 1**

Deadline for committee Chairs to have calculated the nominees' ratings and identify the two nominees with the highest scores as the candidates for office.

**5.2.10. April 5**

If there is a tie, the Chair will notify the committee members and ask that they rank the tied nominees with their 1<sup>st</sup> and 2<sup>nd</sup> choices.

**5.2.11. April 10**

Deadline for committee members to return their rankings of the tied nominees to the Chair.

**5.2.12. April 15**

Deadline for Chair to identify two candidates for their committee's office.

Chair contacts the final two candidates to notify them of their selection and ask them to indicate their willingness to accept the nomination.

**5.2.13. April 20**

Deadline for nominees to accept or reject nomination.

**5.2.14. April 25**

Committee Chair notifies the TAHPERD Executive Director of the two candidates. Chair also notifies all nominees of the two candidates selected.

**5.2.15. May 1**

The TAHPERD Office finalizes from the candidates: a resume (TAHPERD format), a signed "Agreement to Serve" form, a head-shot photograph, and media information form.

**5.2.16. May 20**

Candidate's materials are due to the TAHPERD Office,

**5.2.17. 21 days prior to Representative Assembly**

TAHPERD Office includes resume and pictures of all candidates in the packet of information emailed or mailed to the Representative Assembly delegates,

**5.2.18. TAHPERD Annual Convention**

Nominating Committee Chairs introduce their candidates to the Representative Assembly during the annual meeting.

## **6. Nominating Procedures**

The chair will conduct the selection process as follows:

- 6.1. Each member of the nominating committee will evaluate each nominee by completing an evaluation form using a scale of 1-10 with 10 being outstanding qualifications and 1 being poor qualifications.
- 6.2. Each committee member will email their evaluation form to the committee chair by the deadline indicated above.
- 6.3. The committee chair will total the committee members evaluation forms to produce a final score for each nominee.
- 6.4. If there is a tie between the top nominees, the chair will send these names back to the committee members and ask that they rank the nominees with their 1<sup>st</sup> and 2<sup>nd</sup> choices.
- 6.5. Once the top two nominees are identified by the committee as their choice for candidates, the chair will contact these nominees and confirm they are willing to accept their nomination.
- 6.6. The committee chair notifies the TAHPERD Executive Director of the names of the two candidates the committee selected.
- 6.7. The TAHPERD Office will request from each candidate an electronic copy of the member's resume (TAHPERD format) not to exceed one (1) page and a photograph.
- 6.8. The TAHPERD Office will inform candidates they need to be present at the meeting of the Representative Assembly so they may be introduced prior to the voting.

6.9. The Nominating Committee Chairs are to attend the Representative Assembly to introduce the candidates selected by their committee.

*Adopted by the Board of Directors, November 1962*

*Amended:*

<i>December</i>	<i>1965</i>	<i>November</i>	<i>2001</i>
<i>December</i>	<i>1971</i>	<i>April</i>	<i>2003</i>
<i>December</i>	<i>1972</i>	<i>December</i>	<i>2008</i>
<i>November</i>	<i>1973</i>	<i>December</i>	<i>2010</i>
<i>January</i>	<i>1976</i>	<i>April</i>	<i>2011</i>
<i>December</i>	<i>1984</i>	<i>November</i>	<i>2022</i>
<i>April</i>	<i>1998</i>		
<i>December</i>	<i>1999</i>		