



## THE COLLEGE ON PROBLEMS OF DRUG DEPENDENCE, INC.

### Nominating Committee Standard Operating Procedure

**Mission:** A Nominating Committee shall submit a slate of not more than two candidates for each office to be elected (President-Elect and Treasurer). A Nominating Committee shall submit a list of not more than three candidates for each position to be vacant for elected Board membership. The slate will be submitted by mail ballot to the Fellows, Regular, and Associate Members of the College who will elect each officer by majority vote. In the event that more than two Board candidates are nominated for a single office and no candidate receives a majority on the first vote, the two candidates with the largest number of votes will be resubmitted to the Fellows, Regular, and Associate Members of the College for a run-off election.

**Committee Members:** The Nominating Committee shall consist of seven (7) members as follows: the President-Elect and two (2) members of the Board of Directors (appointed by the President); two (2) Fellows (elected by the Fellows); two (2) Regular Members (elected by the Regular Members and Associate Members).

**Committee Operations:** The Nominating Committee is responsible for developing the slate for the annual election of the Board of Directors, President-Elect, and Treasurer. The Nominating Committee is responsible for the following operations:

- The committee shall set the time schedule for annual election of members of the Board of Directors, solicit nominations from the members of the College, prepare slates of candidates for the vacant positions and distribute the lists to the Fellows, Regular and Associate Members of the College.
- The committee shall propose to the Fellows, Regular and Associate Members of the College nominee(s) for the position of President-Elect and Treasurer. No member of the Nominating Committee may be a candidate for elected office or Board membership in the year(s) that person serves as a member of the Nominating Committee.
- The committee shall submit a list of not more than two candidates for President-Elect and Treasurer, and not more than three candidates for each position to be vacant for elected Board membership. These lists, along with qualifications of both the nominees and Board members completing regular elected terms, shall be submitted to all Fellows, Regular, and Associate Members of the College who shall fill each position by plurality vote. This vote shall be taken by the end of February by mail or electronic ballot (as specified in Article II, Section 11). Each elected candidate shall become a member of the Board for a four-year term.
- Suggestions of candidates may be submitted to the Nominating Committee by any member of the College. Names and qualifications of retiring members shall be sent to members of the College, along with a request for nominations for Board members, sixty (60) days in advance of the deadline for nominations, a date which shall be set by the Nominating Committee.