Nominations Committee:

The duties of the Nominations committee include the preparation and submission of a list of nominees for Officers and Directors to serve on the Executive Committee. The committee shall provide two nominees for the office of Vice President (President Elect), two nominees for Secretary in appropriate election years, two nominees for Treasurer in appropriate election years and two nominees as needed for each Director At-Large of the Executive Committee. The committee shall be composed of five members appointed by the President. The appointments shall be for two-year terms and shall be staggered to provide for continuity.

Standard Operating Procedure for Nominations and Nominations Committee:
September: Business Officer sends out a call to all active SBUR members asking for nominations from the membership for the elected Officers and Members-At-Large for that year who are up of election.
Vice-President: (each year)
Directors at Large, one (1) or two (2) as needed: (each year)
Secretary: (during last year of service of current Secretary)
Treasurer: (during last year of service of current Treasurer)

Ideally a form should be circulated identifying the current positions up for election, their description and eligibility for each office.

Nominations from membership due by October 15. Collated and forwarded to Nominations Committee. Note: This will include the candidate CVs.

The Nominations Committee members contribute additional names to the list based on qualifications.

The Nominations Committee ranks the order for each person nominated for the various positions. This can be done based on the number of nominations received as well as consideration by the Nominating Committee members. This can be done by electronic vote. The final list must be agreed to by the consensus of the Committee.

By January - February: The top two candidates in each position are forwarded to the Board of Directors for Approval. Before the slate is submitted, the Committee shall contact each candidate and confirm their willingness to run for the selected position. The duties of that office are to be transmitted at that time. Further, it should be made clear that travel to the Board meetings will not be covered by the Society.

The Board will vote for the proposed slate at the January conference call. If there is concern about any nominee, the Committee Chair (Past-President) should have available the names of alternates for discussion.

The Committee is informed of the Board's final vote. Letters go out to the selected nominees, informing them of their selection as a candidate for the specific positions. They are asked to provide a BioSketch that highlights their background, service to the SBUR and the research community and their vision for the position they are a candidate for. This information should be returned to the Business office no later than February 21.

March - April: The business office compiles the BioSketches and sets up an electronic election form including the candidates named for each office and their BioSketch. This ballot should go to the members no later than March 15.

Ballots must be returned by April 15. The Business Office will collate the results and inform the President as well as the chair of the Nominations Committee. The chair will inform the remainder of the Nominations Committee members.

In a timely manner, the President will contact the winners of each position, informing them of the result. Likewise, the individuals who were not selected will be personally contacted in the same timeframe and informed of the result. They will be thanked for running for office and encouraged to remain active in the Society. This must be completed no later than April 30 (to allow for elected members to make travel plans to the Fall meeting)

November: According to the By-Laws, the election results are announced at the Fall Annual Meeting. Election results will also be announced in the next newsletter.