

# INSTRUCTIONS FOR DISTRICT NOMINATING COMMITTEE

## APPOINTMENT

The District Administrative Council will appoint by November 1, a NOMINATING COMMITTEE of three (3) to five (5) members, or one (1) member from each region in Regional Districts. No two will be members of the same club. The Chair will have been designated by the Governor - no later than December 1 in the prior year as one of the Appointees.

The Governor will announce the appointment of the committee, including the name, address and the club of each member of the nominating committee. The Governor is responsible for sending each member of the committee a copy of the following: Procedure for Nominating District Officers, Instructions for District Nominating Committee, Qualifications for Nominees for District Offices, and Nomination of Candidate for District Office in Pilot International.

## RESPONSIBILITIES OF THE CHAIR AND THE COMMITTEE

A club may submit nominees from any club to the nominating committee. In Regional Districts, nominations for Regional Lt Governors will be made only by clubs from that Region. The committee is charged with the responsibility to secure **and verify** at least one qualified nominee for each elected office if nominations for each office have not been received from the clubs. There are no nominations from the convention floor.

**November - 60 days prior to convention** Candidates are nominated and accept nominations for district office. An acceptance is not complete until the Chair of the Nominating Committee, Governor, ECR and PI Headquarters have received the nomination letter, completed Qualification Form, Vision Statement, references and letter of acceptance, postmarked by the due date.

Clubs may nominate candidates for office, but if no candidate has accepted by February 1 at the latest, it is the Nominating Committee's responsibility to search out and persuade qualified persons to stand for election. (Once a Pilot agrees to run, his/her club or another club must still make the official nomination and complete the nomination process.)

**60 to 45 days prior to convention** Nominating Committee verifies nominations by checking references listed by nominee and two other Pilots who have knowledge of the candidate's qualifications.

**45 days prior to convention** Nominating Committee notifies candidates of the status of their nomination.

**Instructions for District  
Nominating Committee**



## RESPONSIBILITIES OF THE CHAIR AND THE COMMITTEE (CON'T)

### Instructions for District

### Nominating Committee

30 days  
prior to  
Convention

Names and Qualifications of Nominees will be mailed to Clubs, District Officers, and ECR (and Past Governors if eligible to vote as delegates).

This may be mailed by either the Governor or the Chairman of the Nominating Committee.

Friday night - Committee members meet with Governor, ECR, Parliamentarian and signs report.

Saturday Morning - Chairman reads report to the convention body.

A member of the Nominating Committee may resign from the committee to accept nomination for a district office.

As soon as a nomination is complete, the Chair sends the ECR a copy of the completed qualification form for each nominee and any necessary comments regarding qualifications. All such matters are held in confidence. The ECR will then approve or disapprove the qualification form and Vision Statement as quickly as possible. The Chair sends copies of all committee mailings to the DAC/DEC, the ECR assigned to the District, other members of the Nominating Committee, and PI Headquarters.

## MEETING OF COMMITTEE AT DISTRICT CONVENTION

All members of the Nominating Committee must attend the meeting of the committee held prior to the first business meeting at the District Convention. The DAC/DEC designates the time for the meeting of the committee at the convention site.

The Chair presides at the meeting of the committee. The ECR meets with the committee to discuss rules regarding nominations and to verify qualifications of nominees. If the qualifications of any nominee are questioned, this will be brought to the attention of the ECR for verification.

The Chair reminds the members of their responsibility to the organization; emphasizing their responsibility to verify that nominees are qualified. The Chair stresses the privilege of each member of the committee to add information to the qualifications of any nominee or to ask any questions concerning a nominee, and reminds them they have the right, by majority vote, to declare a nominee ineligible for office.



## REPORT OF COMMITTEE

1. The Chair prepares the report in duplicate, listing the names of all qualified nominees.

For Governor Elect——Name(s), club, city, state/province/prefecture

For Lt. Governor\*——Name(s), club, city, state/province/prefecture

For Treasurer——Name(s), club, city, state/province/prefecture

(Note: District Secretary is appointed by the Governor.)

\*If a District has more than one Lt. Governor, nominees will be designated as 1st Lt. Gov., 2nd Lt. Gov. etc. In Regional Districts, the names of all nominees for each REGION are shown on the report.

2. Each member of the committee signs the report, with the Chair signing last.
3. At the first business meeting, when called upon by the Governor, the Chair reads the report to the convention body.
4. After reading the report, the Chair gives it to the Governor, with a copy to the District Secretary.

## PREPARATION OF BALLOTS

1. The names of all nominees included on the Nominating Committee's Report will appear on the ballot EXCEPT any office that has only one nominee.
2. Nominees' names are listed alphabetically.

## DISTRICT GOVERNOR'S RESPONSIBILITY

The District Governor is responsible for seeing that the committee fulfills the responsibilities as outlined. The Governor has no responsibility regarding the function of this committee and does not meet with them.

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