

**NOMINATING COMMITTEE**

**PREAMBLE**

1. The Committee is advisory to the Board of Trustees.
2. The Committee is open to all members in good standing and will be composed of a chairperson, volunteer members with an interest in this particular area, and a board liaison. The Committee will have a minimum of three members, excluding the Board liaison. (CG By-Laws, Article VI, #6, Committees of the Board.)
3. The Committee Chairperson is approved by the Board and will serve for a two year time period beginning after the August Board meeting.

**DUTIES**

1. Recruit members in good standing to serve on the Board
2. Develop and distribute a “nomination application form” to those interested in serving on the Board.
3. Prepare a slate of nominees for submission to the Board at least 60 days before the annual election.
4. Present to the Board a brief biographical statement written by each candidate which sets forth information by which members may judge the prospective candidate’s qualifications. This statement should include a comment on current Cape George issues and should not exceed 100 words.
5. Assist the Board in developing an orientation program for newly elected Board members.
6. Keep written minutes of all meetings and present oral and written reports to the Board when appropriate. The Committee Chairperson or designee will submit an annual written and oral report at the CG Annual Membership meeting.
7. The Committee will meet at least two times each calendar year or as necessary.

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William A Stull  
President

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Gary Nelson  
Secretary