

**ORANGE COUNTY CHAPTER OF CALIFORNIA SOCIETY OF ENROLLED AGENTS
STANDARD OPERATING PROCEDURES - NOMINATING COMMITTEE**

I. POLICY

- A. It is the policy of the Orange County Chapter to establish, on an annual basis, a Nominating Committee.

II. PURPOSE

- A. The purpose of the Nominating Committee is to:
1. Establish criteria for the selection of one or more nominees for each position on the Board of Directors.
 2. Develop and recommend to the Board of Directors a slate of Officers and Directors to serve on the Board of Directors during the following Fiscal Year.

III. PROCEDURE

- A. At the second Board of Directors meeting of the new Fiscal Year the President shall request names of potential members, all in good standing, to serve as Members of the Nominating Committee. This service shall be for the duration necessary to select and bring to the Board of Directors a slate of candidates nominated to serve in each respective position on the Board of Directors during the next Fiscal Year.
- B. A minimum of five (5) or a maximum of seven (7) members shall be proposed by the President and voted on by the Board of Directors.
- C. The duties of the Nominating Committee so selected shall be:
1. To select a Chairperson for the Nominating Committee.
 2. Establish a set of criteria to be used to select potential candidates who will be able and willing to serve in each elective position. The elective positions are: President, First Vice President, Second Vice President, Secretary, Treasurer, one of two CSEA Directors (the other position of CSEA Director shall be the Director elected in the immediately prior year), and five (5) Directors. The President serving in the current year shall be the Immediate Past President, unless this individual shall be reelected as President, in which event, the individual currently serving as Immediate Past President shall remain as Immediate Past President.
 3. Only members in good standing shall be eligible to hold office on the Board of Directors of the Chapter. The Nominating Committee shall procure, either through the Secretary, or through the Membership Chair, from the Executive Office of the California Society of Enrolled

Agents a list of individuals who are members in good standing of the Society.

4. Once a list of potential candidates has been identified, the Nominating Committee shall schedule a series of meetings at an appropriate place and at convenient times to interview each individual separately. At these interviews, candidates shall be given an opportunity to provide his or her views on the goals of the Chapter in general and of the Board of Directors in particular. Committee members shall have the opportunity to question each candidate as to qualifications, experience, goals and objectives as members and/or as Board Officers or Members, in order to be able to identify and assess the most desirable qualities of each individual vying for each of the elective positions.
 5. Selection criteria may include, but not be limited, to the following:
 - a. Experience at the Chapter, Society, or National levels. Experience external to the Society or National levels may also be considered.
 - b. Prior performance as an Officer, Director, Committee Chair, or Committee Member.
 - c. Leadership and personality traits.
 - d. Thorough knowledge and understanding of the duties and responsibilities of the office which the candidate seeks, as defined in the Chapter Bylaws and Standard Operating Procedures.
 - e. Special skills as speaker, instructor, writer, accountant, or other skills that may be beneficial to the Chapter and/or the Society.
 - f. Desire to serve as Committee Member and/or Committee Chair.
 6. Based on all information available, the Committee shall select one or more individuals deemed most qualified for each elective position. This selection process shall be based on a separate vote by which each nominee shall be approved by a 2/3 vote of the Committee.
- D. D. The Chapter Bylaws require that a list of the nominees be submitted to the Chapter Board of Directors at the March meeting. There is no requirement, nor should there be, that the Board approve, or disapprove, the nominees. The Board may choose to endorse or not endorse the entire list of nominees. Individual nominees shall not be endorsed nor not endorsed. Neither shall the Board of Directors attempt to

influence, either before, during, or after the selecting and nominating process of the Nominating Committee.

- E. Once provided with the slate of nominees for each individual elective position, the Board of Directors shall publish this slate in the next Chapter Newsletter to provide this information to the entire Chapter membership in time for the election of Officers and Directors in accordance with the Chapter Bylaws.
- F. Care must be exercised to ensure strict confidentiality of personal or sensitive information obtained during the nominating process.