

MASTER OPERATIONS MANUAL

NOMINATING COMMITTEE

JUNE 2020

The Nominating Committee is responsible for selecting a balanced, qualified slate of Society Officers who would best advance the Mission of the Photographic Society of America (PSA) as nominees for the forthcoming term. This Master Operations Manual (MOM) presents minimum requirements for committee members. Flexibility in achieving the committee's goals is anticipated and encouraged.

COMMITTEE STRUCTURE

Eight members will be appointed by the President, and confirmed by the Executive Committee. The President will ask the present Nominating Committee Chair for recommendations for potential Committee members. The continued operation of the Committee shall utilize <https://psa-photo.org/index.php?psa-policies>, the succession planning document that is current with the PSA operation.

1. The PSA Secretary or Nominating Committee Chair will send this Master Operations Manual to any prospective member of the Nominating Committee before offering them the appointment.
2. The members of the Committee should represent a geographical mix in North America and a mix of PSA background and experience (e.g., have served in various divisions, programs, and activities).
3. Each member serves a 4-year term starting November 1 or the date in December that the slate has been completed for publication, with two members retiring and two members added each year.
5. The PSA President appoints the Chairperson annually. A member of the Committee can serve as Chair for multiple years.
6. The Committee reports to the PSA Executive Vice President for procedural matters, and keeps the PSA Executive Vice President informed as outlined below.
7. The Committee (via the Chairperson) will communicate with the President and the PSA Executive Vice President regarding the present Board members and candidates or potential candidates. ***The PSA President and PSA Executive Vice President should be kept informed of all committee deliberations and potential selections.***
8. The committee may ask assistance in interviewing candidates from other PSA members.
9. When possible, the committee member should be the committee chair the year before they go off of the committee

COMMITTEE MEMBER COMMITMENT

1. Each Committee Member must participate in the discussions regarding potential candidates, responding to email requests for discussion within 48 hours.
2. Each Committee Member must vote on potential candidates, responding to email requests for a vote within 48 hours.
3. When an urgent situation occurs (e.g., the *PSA Journal* deadline for publishing the slate is within a month, or a selected candidate is no longer able to take a position), each Committee Member must respond to an “URGENT” discussion/vote as soon as possible, always within 24 hours.
4. Each Committee member must maintain strict confidence within the Committee regarding the individuals considered and any personal information regarding the individuals that has been revealed. This confidence must be maintained when the member leaves the Committee.
5. Each Committee member will let the Chair know if they will be away for an extended period of time.

MAJOR DUTIES

1. In odd numbered years, the major task of the Committee is updating the Nominating Committee’s MOM (this document) and assuring that the MOMs (job descriptions) for each Board of Directors (BOD) position has been updated.
2. In even numbered years, the major work of the Committee is selecting a slate of candidates for each of the Board positions which, if elected, assume office at the close of the International Photo Festival in odd numbered years.
3. There is a “Presidential appointment” board position; the International Relationships Vice President. If the President asks, the Nominating Committee will conduct the process outlined in this MOM to identify a candidate for this position and provide the suggested candidate’s credentials to the President in the odd or even year that the position will need to be filled.

RESPONSIBILITIES OF THE CHAIRPERSON

ODD NUMBERED YEARS

1. Communicate with committee members regarding any potential/suggested changes to the current Nominating Committee’s MOM. Conduct a discussion of these changes and reach a consensus among the committee. Communicate with the PSA President and PSA Executive Vice President
2. Request the current MOM (job description) for each Board position from PSA headquarters. Verify with the incumbent Board Member that their MOM is current. If a MOM does not exist or is not current, request the officer to provide an updated MOM or current job description. Current BOD MOMs can be found online at <https://psa-photo.org/index.php?psa-policies>
3. Assist in finding candidates for any vacated BOD positions if requested.

EVEN NUMBERED YEARS

Work with Current Board Members

1. At the beginning of the election year cycle, discuss with the President the performance of each current member of the BOD. (January or February)
2. Make a list of each BOD member who will retire due to term limits and make suggestions for replacements.
3. Advise the Committee members of the results of the discussions with the President.
4. Lead a discussion based on the President's input to identify, in conjunction with Committee comments, those who will not be asked to serve a succeeding term.
5. Contact incumbents (who will be asked to serve a succeeding term) no later than **April (preferably after the spring BOD meeting)** to determine their interest in continuing in office. The names of other PSA members considered potential candidates should also be created at this time to start the initial review and comments by committee members.
6. Notify any present BOD members who will not be invited back, that they will not be re-nominated, with an explanation.
7. Contact retiring board members and board members who have reached term limits for names of any "deputies" or suggestions of any people who could be candidates for their position. Ask them to review and update their MOMs.
8. **March 1**, send a notice to the *PSA Journal* for publication in the May issue, asking if any PSA Members wish to nominate a candidate for the BOD.
Example - The PSA Nominating Committee is accepting nominations for Director positions from the Society's members between **May 1** and **June 31**, 2020, for a two-year term beginning after the 2021 Conference. Please send nominations to: psa-nominations@psa-photo.org. Chairman's name and email.
If any nominations are received, the PSA Nominating Committee will vet the candidate for suitability to the position.

Establish Nominations and Voting on Each Candidate

1. Research the PSA web site for the names of those with ROPA or Portfolio Distinctions, current Division officers, and standing PSA Committee members. Identify PSA members who are active in a PSA Chapter, a PSA-member Council, or an active PSA-member club (e.g., the club Interclub Coordinator).
2. Begin the process of filling openings no later than May 1. Lead a discussion among Committee members regarding the potential candidates to fill the identified open positions. Continue using email when possible. Consult with the President and Executive Vice President
3. Confidentially call potential candidates to identify and evaluate: their education and professional experience, their description of their local club and PSA experience, their present time commitments (e.g., retired, volunteer, travel, family), their health, their knowledge of PSA, their desire to serve PSA (their "PSA career"), and what "kind" of positions (leadership?) they feel they may wish to pursue.
4. If positive information is received and, after repeating that confidentiality is required, describe the potential Board position and if the candidate is interested, review the requirements for serving on the PSA Board: participate in two on-site meetings per year, asked for one term

of two-years and can be asked to serve a total of three two-year terms for a maximum of six years in one position, cannot hold another PSA position while serving on the PSA Board, responding to member inquiries and Board emails within 48 hours, participating in Board motion discussions and voting on all motions whether via email or in person, and maintaining strict confidentiality regarding Board matters.

5. If the candidate expresses interest in the position, carefully review the MOM for the Board position with the candidate. Following this review, work with the potential candidate to prepare a brief Bio, specific to their qualifications for the specific Board position, to be shared with the Nominating Committee members.

6. Suggest pages on the PSA web site that the potential candidate should read before the next conversation regarding the position.

7. Call the candidate to review the webpages assigned, assign more webpages or other documents, answer questions, and evaluate the candidate's readiness to commit to the position.

8. If the candidate says that they are willing to serve in this position, share the Bio and a personal evaluation of the candidate with the PSA President and the Executive Vice President and ask for the President's agreement for the Nominating Committee to vote on the candidate. This should occur before the candidate is asked.

9. Share the candidate's Bio and personal evaluation with all members of the Nominating Committee and ask for discussion. Following a discussion period, call for the vote of the Committee members, and share the results with the committee.

10. Send the candidate, or current members of the Board who are being asked to serve another term the Letter of Nomination and Consent to Serve Form.

11. **July 1**, send the slate to the PSA Journal PubVP and Editor, for publication in the September issue.

11. In **August**, the slate of candidates will be sent to the PSA Executive Vice President who will develop a motion for the PSA Secretary to vote on the slate for the PSA BOD meeting at the Photo Festival.

12. The International Relationships Vice President (IRVP) nominee will be selected by the PSA Executive Committee. The Executive Committee will inform the Nominating Committee of their recommendation, and the IRVP will be on the slate of officers submitted for publication to the *PSA Journal* and to the PSA Board of Directors. The Board of Directors will elect the IRVP at the same time as the other board members.

Post-Election Duties

1. In October, following the Festival, after the BOD vote notify the successful candidate of the Committee's decision.

a. Contact each candidate and convey the Committee's congratulations along with the URL for the Consent to Serve form for their office, a request for a

biographical statement, and a color picture to be used for the Slate of Officers article in the **February** *PSA JOURNAL* -If the candidate is a current incumbent, request an update to their existing bio and ask if the photo on file at Headquarters is acceptable for the article. Use email where possible. The Journal deadline would be **November 1**.

2. By November 1 prepare an article regarding the official slate for the *PSA Journal*, to be published under the Nominating Committee Chair's name:-

a. The article regarding nominees includes a brief summary of background, both professional and with respect to relevant activities in PSA, and a head and shoulders portrait. The portrait is a high resolution, electronic file sent to the Journal editor for publication with the article regarding the slate of officers.

b. Provide the candidates with a draft of their section of the article and ask that they verify the accuracy of the facts presented and provide any comments they may have.

c. Email the article and photos before November 1, to the PSA Executive Vice President, the Publications Vice President, and to the *PSA Journal* editor.

3. Work with each of the candidates who are on the slate to identify potential replacements for the position(s) that they presently hold. Have each candidate call the person they presently report to three days before the *PSA Journal* announcing the slate will be published. Have them confidentially report that they will be taking "a" position on the Board (not the specific position) and make recommendations for their replacement.

EACH YEAR

1. Maintain official files on procedures and recent candidates including:

a. Background information gathered regarding potential candidates not selected, but who may be prospects for the slate in a coming year.

b. Personal correspondence and performance evaluations which should be retained for one year before disposition.

c. A file of BOD members and their starting dates on the BOD to use to determine term limits.

2. Prepare the Nominating Committee Budget.

a. Follow instructions received from PSA Headquarters.

b. Include any expenses to be charged by the committee chair and members, e.g., postage for registered, signature required letters.

c. Budgeted amounts need not be spent, but reimbursement is made only for budgeted items.

3. In March and August, prepare Semi-Annual Reports of committee activities for the PSA Executive Vice President prior to the April and Festival Board Meetings.

4. Throughout the year arrange any Zoom conference meeting for necessary meeting.

RESPONSIBILITIES OF COMMITTEE MEMBERS

1. Suggest possible candidates for each Board position to be filled and provide relevant background information known to the committee member.
2. Help the chairperson, when requested, making contacts with possible candidates.
- ~~3.~~ Participate in committee deliberations regarding each position and candidate, by email or videoconference.
4. Respond promptly to communications from the Chair.
5. Vote promptly on each candidate.
6. Remain objective during the entire selection process.
7. Respect the confidentiality of all committee discussions and deliberations.
8. Keep the needs of the Society in mind at all times.
9. Keep in mind that the committee is not trying to identify any member to serve in a position, rather the very best person for that position. If the position is a member of the Executive Committee, consider the personality of the other Executive Committee members and the candidate's ability to get along with the others.

Estimated time required: Variable. The Chairperson during even years will spend six hours a week, and the Chairperson during odd years will spend five hours a month.

Appointed by: The President appoints members to the Nominating Committee, with suggestions from the Nominating Committee. If someone resigns from the committee before their term has been completed, the President will appoint a replacement, with suggestions from the Nominating Committee, to complete the term of the member who resigned.

Term of Office: Four years starting November 1, with two members joining the committee and two retiring each year. A member should understand that he or she is a candidate for the chair of the committee in the final year of his/her term.

Term Limits: Following completion of a four-year term, a member must remain off the committee for four years before being considered for appointment to the Nominating Committee again.

CALENDAR OF DUTIES

ODD NUMBERED YEARS

Update the current Nominating Committee MOM
Verify that the MOM for each BOD position is current.

September 1

Send notice to *PSA Journal* asking for nominations for BOD positions.

EVEN NUMBERED YEARS

February

Discussion with PSA President the performance of each current BOD member.

March

- a. Semi-annual report due to Executive Vice President
- b. The Nominating Committee Chair will send a notice to the *PSA Journal* to be published in the May issue, requesting nominations for BOD candidates from the PSA membership.

April

Contact present BOD members to determine if they will continue in office.

May

- a. The Nominating Committee Chair shall confer with the Executive Vice President and the President, to ascertain if all present BOD members who are eligible shall be asked to serve another term.
- b. In accordance with the above knowledge, the Nominating Committee Chair shall contact present BOD members and ask if they will serve another term in office, if eligible, (taking into account term limits.)
- c. The Nominating Committee Chair shall place a notice in the eNews requesting nominations for BOD candidates from the PSA membership. The notice shall run three times.
- d. The Nominating Committee shall vet all potential candidates.

July 1

The Nominating Committee shall send the slate of BOD nominations to the PSA Executive Vice President and *PSA Journal*, for publication in the September *PSA Journal*.

August

- a. Present slate of candidates to the Executive Vice President who will write a motion to vote on the slate at the BOD meeting at Festival.
- b. Semi-annual report due to Executive Vice President,

September-October

When the BOD meets the new slate of BOD officers will be presented and voted on.

November 1

Write *PSA Journal* article about incoming BOD.

Revised:
September 2016
June 2019
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