

Northeast Region Construction Specifications Institute

Nominating Committee

Adopted: August 27, 2005

Updated: None

The following material has been extracted from the current Region Administrative References (RAR) and provides information specifically for the Region Nominating Committee. This material is intended to assist the Region Committee Chair to better understand the role and responsibilities of this committee within the overall operation of the Northeast Region.

From Part 4 of the RAR (Region Policy)

NOMINATING COMMITTEE

1. Membership - As defined in Institute and Region Bylaws.
2. Purpose and responsibilities
 - (a). As defined in Institute and Region Bylaws for Nomination of Institute Directors.
 - (b). Identify members for consideration for election to the positions of Region Secretary and Region Treasurer.
 - (c). Identify Members having potential to serve in Region Leadership positions.

From Part 7 of the RAR (Region Committee Guidelines)

NOMINATING COMMITTEE

A. INTRODUCTION

1. The Nominations Committee serves a dual role. In one role, it serves to nominate the Region Members whose names will appear on the Institute Ballot for the position of Northeast Region Institute Director. In a second role, it assists the Region Executive Committee by providing the names of candidates for the positions of Region Treasurer and Region Secretary, when they become open. They further assist the Region Executive Committee by helping identify Region Members who have the potential for an increased level of service to the Region and to the Institute.
2. The form and duties of the Region Nominating Committee for nominating Institute Directors are defined in Article VI, Sections 2 & 3 of the Institute Bylaws, the number of nominees permitted is reduced by the Region Bylaws. The duties in nominating candidates for Region Treasurer, Region Secretary, and for the identification of future leaders is defined in Part 4, Section 12, D, 1, g).
3. Committee Membership
 - a). Committee consists of one member of each Chapter, selected by the Chapter.
 - b). The non-voting Chair is the Institute Director whose term is expiring unless that director was appointed to fill the position, in which case the other director will serve as chair.

B. PURPOSE OF THIS GUIDE

1. The purpose of the Region Nominating Committee Guide is to assist the Region Nominating Committee in understanding their role and responsibilities as well as the source of the requirements for Committee activity including the requirements for the formation of the committee.

C. SPECIFIC REGION NOMINATING COMMITTEE ACTIVITIES

1. Nominate not more than 2 Region Members to replace outgoing Institute Director.
2. Submit Nominations to Institute Secretary.

D. DUTIES OF THE COMMITTEE CHAIR

1. Coordinate the Committee's activities.
2. Submit report of Region Nominating Committee to Institute Secretary prior to November 1st of the fiscal year the Institute Director's term ends.
3. Request Region Budget allocation if funding is required to perform Committee's assigned duties.

E. DUTIES OF COMMITTEE MEMBERS

1. Select and approve Nominees based on:
 - a). Qualifications
 - b). Knowledge of CSI
 - c). Ability to make time available to perform duties
 - d). Other criteria as defined by Committee.

F. REFERENCES

1. CSI Administrative References
 - a). Institute Certificate of Incorporation
 - b). Institute Bylaws – Article VI
2. Northeast Region Administrative References
 - a). Part 2, Region Bylaws
 - b). Part 4, Section 12