



Association of Public Treasurers of the United States and Canada

Policy:	Board Nomination Process
Strategic Objective:	Governance
Adopted:	May 18, 2023
Review Committee:	Advisory Committee
Review Approval Date:	

Policy

Per the Bylaws, the Nominating Committee is chaired by the most recent Advisor to have concluded their board term. The Chair is responsible for appointing four additional voting members of the Association to the Committee, with no more than one member from each state/province. No member of the Board of Directors shall serve on the committee. The Committee must recommend to the membership a slate of candidates that includes a minimum of one (1) member for each elective office and each open director position. The Committee Chair is responsible for the interview and nomination process.

Procedure

Four months prior to the annual conference, the Committee Chair will work with the Executive Director to provide a report to the Board of Directors confirming the number of open positions on the board. Once accepted by the board, the board nomination/application process will be promoted to the active members of the Association. The Chair and Executive Director will ensure that current Board members whose terms are expiring are reminded that they need to submit an application if they wish to be included on the board/officer slate. Applications are due at least eight weeks prior to the Annual Meeting and will be received electronically to the corporate office email of info@aptusc.org.

The Executive Director will distribute all application submissions to the Committee. The Committee shall review applications prior to the interview process to determine if additional information is required to properly assess any candidate. The Chair is responsible for communicating any additional requests to the applicants.

Three months prior to the annual conference, the Committee Chair will complete the committee member recruitment and provide an update to the Board. Whenever possible, there should be no communication between board members up for reelection and committee members outside the selection process.

The Committee is responsible for conducting interviews of each board applicant, either virtually or in-person. It is highly recommended that all interviews be conducted in the same manner, whenever possible. If virtual interviews are selected, they must be completed at least two weeks prior to the conference. If interviews are held in person, they will be conducted on the Sunday of the start of the Annual Conference. The Executive Director will be responsible for securing an interview room at the conference venue. All meetings of the Nominating Committee shall be restricted to the members of the Committee and applicants as appropriate. It is the responsibility of the Chair to ensure deliberations of the committee remain confidential and private.

Committee members are expected to participate in all interviews and all applicants are required to participate in the interview process; the Chair shall keep record of interview attendance. The Committee

shall privately discuss the qualifications of each applicant and agree upon the slate of candidates to be presented at the Annual Meeting of the Association.

Upon completion of the recommended slate of candidates, the Chair is responsible for contacting all applicants, by phone or in-person, and informing them of the Committee's decision no later than 3:00 pm local time on the Sunday prior to the Annual Meeting. Immediately following the conclusion of the Committee's meeting, the Chair will provide the Executive Director with the final slate of candidates. The Executive Director must post the slate in a public space at the Annual Conference, on www.APTUSC.org, and be prepared at the Annual Meeting in the event ballots are required.

Per the Bylaws, nominations may be made from the floor. Any person nominated from the floor must be in attendance (in person) during the Annual Meeting and is responsible to share their experience, qualifications, and interest for serving on the board to the members in attendance before their name is added to the ballot. Please see the following documentation for conducting the board of directors balloting and acceptance of floor nominations at the Annual Meeting.