

TSGNA NOMINATIONS / ELECTIONS COMMITTEE'S COMMISSION

1. The *Nominations / Elections Committee* is composed of a Chairperson and at least one (1) voting member from each division.
 - The Chairperson is the Immediate Past-President.
 - Committee members are selected by the Division Chairperson.

2. The *Nominations / Elections Committee* Chairperson will submit written reports, with the requested number of copies, as follows:
 - A committee report, outlining the goals for the year, should be submitted to the TSGNA Board of Directors by Dec 1. This report should also contain the names, addresses and phone / fax numbers of the committee members and the purpose of the committee, and a copy should be sent to committee members.
 - A report summarizing progress and activities to the Board of Directors by April 1(Copy to committee members.)
 - A report summarizing progress and activities to the Board of Directors by Sept 1 (Copy to committee members.)
 - Agenda items and a year-end report summarizing progress (especially achievement of defined goals) and activities to the President one month prior to the TSGNA Annual Meeting, sending the requested number of copies of the report to the *Program Committee* Chairperson for inclusion in the syllabus for the TSGNA Annual Meeting.
(Copy of report to committee members.)
 - Agenda items for other Board Meetings must also be submitted to the President one month prior to the meeting.
 - Reports as requested for the *TSGNA WEBSITE*.
 - Other reports as requested.

3. Delegate duties to committee members, and request assistance from other Board Members, as indicated.

4. Facilitate implementation of goals.
5. Prepare a slate of officers for TSGNA, requesting nominations from the membership well in advance of elections.
6. Prepare, distribute and count the TSGNA ballots according to guidelines in the *TSGNA Nominations / Elections Policy*.
7. Notify the TSGNA Membership of the results of the election by mail or through the *TSGNA Website*.
8. Monitor completion of goals.