

### **Nominating Ad-Hoc Committee General Duties**

The duty of the Nominating Ad-Hoc Committee is to find the best candidate for Keep Hayward Clean and Green Task force Chair and Vice Chair positions, by reviewing and discussing nominee requests and reporting its final nomination recommendations to the full task force.

The nominating ad-hoc committee will convene at least one meeting and may convene a second meeting as needed, after the nominating committee selection process and prior to Elections.

Task Force members interested in being considered for a nomination of the ad-hoc committee must submit their nominee requests to staff no later than October 1.

The committee shall carefully review and select one nominee for each position who they think will do the best job. Staff will provide the nominating ad-hoc committee a copy of nominee requests, membership roster, bylaws, a description of the duties of each office, recommended eligibility requirements, and attendance records. The ad-hoc committee should carefully review the recommended eligibility requirements for each seat and ensure that the nominees meet these requirements.

Candidates nominated should have expressed interest in the job, have agreed to serve, and are qualified for the seat for which they are nominated. If no candidate is found from the nominee requests received, the committee can leave that slot open for nominations from the floor during the elections process.

The nominating ad-hoc committee chair shall submit the committee's nominee recommendations in writing to staff at least ten days prior to Elections and will be called upon by the presiding officer during the elections process to report the official recommendations by stating the nominations for each seat.

#### **Nominee Recommended Eligibility:**

- Member must be in good standing
- Member must meet minimum attendance requirements
- Member must have served on at least one subcommittee and taken an active role
- Member with at least one year of service on the task force (candidate for vice chair) and two years of service (candidate for chair)