# Policy on Selecting Candidates for Secretary and Treasurer

**Policy:**
The Nominating Committee shall be responsible for qualifying Nominees to fill open positions of Secretary and Treasurer. The BOD shall be responsible for approving the candidate.

**Procedures:**

- When it becomes necessary to select a new Secretary or Treasurer due to either resignation or the individual is at the end of time served the executive committee shall request names of potential candidates from the BOD.
    - Any Nominees who decline to serve shall be removed from the slate of Nominees.
- The Executive committee will then submit those names to the Nominating committee.
- The Nominating Committee shall vet the qualifications of remaining Nominees according to the *Policy on Qualifications for the Secretary* or the *Policy on Qualifications for the Treasurer*.
- The Nominating committee will send a slate of no more than three (3) candidates to the Executive committee.
- The Executive committee will then confirm that the candidates still want to be considered for the office of Secretary or Treasurer.
- The Executive committee will select one candidate from the slate to present to the board
- The board will then vote to either accept this individual or not.
- If the board accepts the nominee the nominee will be informed as such and the other nominees from the slate will be informed by the Executive committee that they were not selected.
- If the board does not accept the nominee the Executive committee will pick another name from the slate presented to it from the Nominating committee and the voting process will repeat.
- If the slate presented to the Executive committee is depleted the Nominating committee will then be requested to select 3 more candidates from the names given it by the Executive committee and the process will repeat.
- If the Nominating committee runs out of candidates the BOD will be asked by the Executive committee to present more names for consideration and the above process will repeat until a Nominee is approved by the BOD.
- The Executive Committee shall inform in writing any remaining Nominees who were not selected.

- This policy may be amended by a majority vote of the BOD.

**Related Documents & References:**

- Policy on Qualifications for Secretary
- Policy on Qualifications for Treasurer
- ASNM Bylaws (2023) §6.5, 6.6 and 7.3.1

**Revision History:**

| Version | Date Implemented | Author | Notes |
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| 1 | 12/15/25 | BOD | initial |
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**Approved by ASNM BOD: 12/15/25**