



Texas Court Clerks Association  
Nomination Committee  
Updated 01-13-16

The purpose of the Nomination Committee is to process the nominations to fill open positions on the Board of Directors for the Texas Court Clerks Association. Open Positions will be posted on the TCCA website to notify members of positions up for election. The Committee Chair will receive nominations, confirm acceptance and eligibility and obtain nominee bios, prepare Voting Ballot and Voting Results Report. All voting will be done electronically on the TCCA website. Voting results will be emailed to the committee chair, who will then prepare a Voting Results Report which will be kept confidential. Nominations Committee Chair will announce results during the Annual Business Meeting in October.

#### Nominations Process:

By April 1 <sup>st</sup>	Verify with TCCA Secretary which officer positions are up for election
By April 15 <sup>th</sup>	Create "Notice of open positions" and email to Website Committee
May 1 <sup>st</sup> – June 30 <sup>th</sup>	Accept nominations for open positions.
By July 6 <sup>th</sup>	Confirm nominee's acceptance, verify they are TCCA member, and email Bio Form.
By July 10 <sup>th</sup>	Submit nominee bios and pictures to Website Committee for posting on the TCCA website. Create a ballot (in Microsoft Word) and submit to Website Committee.

#### Voting Process:

August 1 <sup>st</sup> – Sept. 15 <sup>th</sup>	Votes accepted on TCCA website.
By Sept. 20 <sup>th</sup>	Receive via email the voting results. (Keep this information confidential)
By Sept. 30 <sup>th</sup>	Create a results report to include the number of voters and number of votes for each item. This report is NOT to be disclosed unless a vote call is made.
October	Announce Election results during the TCCA Annual Business Meeting.  Nominations Committee Chair will email a copy of the Elections Results Report to TCCA Secretary after the announcement of results.

The Chairperson of the Nominations Committee is appointed by the President at or immediately after the Annual Meeting and will serve until the next Annual Meeting, or until their respective successor is appointed.

As a Board Member, there are three Board Meetings and one Annual Business Meeting per year. The Pre-Conference Board Meeting, Annual Business Meeting and Post Conference Board Meeting are usually held in October. The Mid Year Board Meeting is usually held in the Spring. Failure to attend three of these four meetings beginning at the Post Conference Board Meeting for a twelve-month period shall constitute good cause for removal from office, unless good cause is shown and approved by the Board of Directors. Expenses to attend the Mid Year Board Meeting are paid by TCCA. Expenses for all other meetings are not reimbursable by TCCA. Budget restraints do not constitute "good cause" for absence from a TCCA Board Meeting. Committee Chairpersons who are not serving as an elected board

member or chapter president will not be required to attend all meetings. The Executive Board will review the agenda for the scheduled meeting and determine which committee chairs will be required to attend the meeting.

As the Committee Chair, you will be required to submit a report to the Board of Directors during the Mid-Year Board Meeting and Pre-Conference Board Meeting. The report should include committee membership information, information regarding committee meetings and financial information (if applicable). The report submitted during the Pre-Conference Board Meeting will also be submitted to the general membership during the Annual Business Meeting.

Reports should be submitted to the TCCA Secretary no later than the date requested by the TCCA President. The Bylaws require that reports be included on each of the conference drives and must be submitted timely so that the TCCA Secretary has sufficient time to prepare the drive. If you are unable to submit your report as requested, it then becomes your responsibility to contact the Conference Host and confirm how many printed copies of the report you must bring with you to the meeting. A copy of the report must be sent to the TCCA Secretary via email for permanent storage.

Correspondence between Board Members and Committee Chairs may be done via email as long as the current listing of Board Members and Committee Chairs includes an email address. It is recommended that any correspondence sent using email require a return receipt. Correspondence must be mailed via postal service to any Board Member or Committee Chair who does not have an email address.

Board members will be asked to sign a Code of Ethics during the Post Conference Board Meeting. The signed copy will be maintained by the TCCA Secretary. If the signed copy is scanned as a permanent document and stored electronically, the original may be destroyed. A new Code of Ethics will be signed by the board members each year.

Job descriptions will be distributed to all Board Members during the Post Conference Board meeting. Board members should notify the Secretary of any changes. Sample forms and letters should be copied onto a diskette and given to the Secretary for safekeeping.

It is the responsibility of the Committee Chair to follow the Records Retention Schedule for any records maintained while serving as Committee Chair.

Should a new appointment be made to serve as Committee Chair, it is the responsibility of the immediate past chairperson to deliver all records regarding the committee to the newly appointed chairperson as soon as possible following the appointment.