



# Notes on Parliamentary Procedure

By Melinda Fredricks  
TFRW Parliamentarian



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*I can hardly believe that it's already time for clubs to start lining up their officers for next year!*

*Since most clubs utilize a nominating committee to come up with a slate of recommended candidates, I think it's a good idea to review some basic information about nominating committees. The information below is according to Robert's Rules, and should be followed unless your club's bylaws state something different.*

1. A nominating committee is required only if a club's bylaws require it. Otherwise, the officer candidates should all be nominated from the floor.
2. The current club president cannot appoint any members to the nominating committee.
3. The President cannot be a member of the nominating committee, not even an ex officio member.
4. Members of the club should elect the nominating committee at a general meeting. The bylaws should state when the election should take place.
5. A nominating committee must be elected before it can meet.
6. Although it is not commonly done, the nominating committee can nominate more than one candidate for any office, unless the club's bylaws prohibit it. However, Robert's Rules advises against *requiring* the committee to nominate more than one candidate per office.
7. Members of the nominating committee are not prohibited from being nominated themselves.
8. It is good practice for the nominating committee to contact each person they want to nominate to obtain their assurance that they will serve if elected.
9. The names of the candidates selected by the committee should be told to the club members several days (or weeks) before the election, preferably by mail or email.