

## Procedures for Selecting the Nominating Committee

- A. As outlined in Article VII, Paragraph 3 of the Bylaws, the procedure for the selection of candidates for the Nominating Committee is initiated each year at the Summer Council meeting by distributing Attachment A. Included with this memo is a list of all Fellows and Life Fellows who have previously served as committee chairpersons of Constitutional Committees or Council members and who are not voting members of the current Nominating Committee or Council. At the summer meeting, Council will select 10 to 15 nominees to present to all ACNP Fellow and Members for a vote.
- B. The Secretary will compile votes and develop a ballot of the top 10 to 15 names.
- C. Within 2 weeks of the Summer Council meeting, the Executive Office will send the ballot and list of candidates to all ACNP Members and Fellows with a return date requested of 5 weeks. The election shall be by web ballot. Write-in additions will be accepted.
- D. The Executive Office will compile the list of votes for each candidate. The Secretary will then call the individuals on the list, beginning with the person who received the most votes. The Secretary will tell the candidate they have been elected to the Nominating Committee and ask if they are willing to serve. Two provisions will be relayed to the elected:
  - 1. Those who serve on the Nominating Committee are not eligible to be nominated for an office.
  - 2. Those who serve on the Nominating Committee need to be available for a meeting during the Annual Meeting.

The first person to accept election will be named Chair.

- E. Phone calls to individuals will continue in descending order of number of votes until a total of 5 or 6 individuals have accepted the election (six individuals only if the difference in the number of votes between the 5<sup>th</sup> and 6<sup>th</sup> person is less than 2% of the total votes cast).
- F. When the Nominating Committee is finalized, the Executive Office will notify the membership of the College.