



NOMINATING COMMITTEE CHARGE

Purpose

To select the slate of candidates for the Board of Trustees election process. The Nominating Committee shall be responsible for securing candidates for the ballot, presenting a slate of qualified, acceptable candidates and nominating Individual Members for Officer and Trustee positions (SOPHE Bylaws). The Nominating Committee shall also coordinate with the Trustee responsible for nominations and leadership development in developing opportunities for leadership development.

Number of Members: 6-8

Composition:

In addition to the Chair of the Nominating Committee, the Nominating Committee shall consist of the student Trustee, two (2) At-large Trustees appointed by the Board of Trustees, two (2) Delegates appointed by the House of Delegates, Chief Executive Officer, and a past President of SOPHE appointed by the Board of Trustees.

Method of Appointment

The Chair is the President-Elect. Vice Chair, and members shall be appointed by the President, in consultation with the President-Elect and Chief Executive Officer. Members can self-nominate themselves to the committee. The Board has the final approval of the committee.

Term of Office

The term begins immediately following final approval of appointment and ends after selection of the nominations slate.

Accountability:

Reports to: Board of Trustees

Key relationships: President, President-Elect, CEO

Staff Liaison(s)

Maricela Arias-Cantu, Chief Executive Officer (primary); Daniel Anbiah, Chief Financial Officer (backup)

Responsibilities



Oversee solicitation of nominations, evaluate the nominations, and select the slate of candidates.

Meeting Frequency:

1-3 meetings total.

Estimated Time Commitment

8-10 hours total

Scheduled

- Committee Zoom Meetings

Busiest Times of the Year

- September through November annually

Nominations Tentative Timeline for 2026:

- **September 8:** Call for nominations - through October 23, 2026; Open in early September (ideally September 8).
- **October 23:** Deadline for nominations
- **October 23-November 18:** Nominating committee selects two candidates per open position

Per bylaws: The Nomination Committee shall prepare a slate with two candidates for each Officer and Trustee position to be filled. These names shall be submitted to the Secretary four (4) months prior to the annual business meeting. The Secretary shall, within fourteen (14) working days thereafter, submit these names to each Individual Member as a slate via mail, fax, e-mail, or other electronic means. The slate may also be posted on the SOPHE website.

- **December 1:** Launch ballot
- **January 16:** Deadline to vote (in 2026, we extended this to January 31)
45 days, need 15% quorum.
January 16 would be 48 days.