

## **Nominating Committee Charter May 2020**

The ACCP Nominating Committee is a Standing Committee and the role of chair is held by the President Elect for the current term. The ACCP ByLaws (Article VII, Section 3g) indicate that the Board of Regents shall “Confirm recommendations of the President in the creation or appointment of Committees and their chairpersons.” The Executive Committee can assume that role (Article XI, Section 2a of the ByLaws) during the period between Board meetings. New Committee members are identified for each two-year term by the Committee Chair from a list provided to the chair by Staff or as otherwise recommended.

The main purpose of the Nominating Committee is to develop slates of well-qualified candidates to participate in the election of Officers or Regents of ACCP. In doing so, the Committee should carefully consider qualifications, character, active participation in ACCP and the willingness of the candidate to serve ACCP with the appropriate level of devotion required to perform the position in question.

### **Committee Membership**

According to the ACCP ByLaws (Article XI, Section 2d), “The Nominating Committee shall consist of the President Elect acting as Chairperson and at least five Fellows of ACCP (one of the Fellows shall be a Regent).”

In addition, Article V, Section 1a of the ByLaws indicates that the President shall be an “*ex officio* member of all Standing Committees.”

Committee membership should be representative of ACCP’s membership and should therefore include representation from academia, industry and regulatory agencies, as well as MDs, PharmDs and PhDs. Persons with a focus on drug discovery, as well as those involved in clinical care, should sit on the Committee.

No person shall serve on more than one Standing Committee at the same time, nor for more than 6 years consecutively on the same Committee (excluding the Executive Committee, see ACCP ByLaws, Article XI, Section 1), unless approved by the President.

### **Committee Role**

The Nominating Committee shall:

- solicit nominations from the membership for Fellows to be elected to the Board of Regents;
- announce the slate of Officers to be filled and the suggested candidates thereto;
- provide for the appropriate process to assure fair and open election of Regents to take office for five (5) year terms concurrent with the ACCP Annual Business Meeting. Ballots to accomplish such elections shall be submitted to the membership not less than 60 days prior to the ACCP Annual Meeting.

The Nominating Committee shall further submit to the Board of Regents a recommended slate of Officers and Regents, as specified in Article VII of the ByLaws. This slate shall be presented to the Board in writing at least 30 days prior to the May meeting of the Board of Regents in even numbered years at which meeting votes shall be cast to elect the applicable Officers for two-year terms of office to begin concurrent with the next ACCP Annual Business Meeting.”

### **Staff Support**

At the discretion of the Executive Director, a Staff member is designated to support the Committee. The Committee should seek input from said Staff member for operational guidance and information on Policies & Procedures.

### **How & When the Committee Meets**

The Nominating Committee is convened as is required to develop a slate of Officers or Regents and largely conducts its business by conference call or email.

