

IV. STANDING COMMITTEES OF THE GOVERNING BOARD

NORTH AMERICAN SOCIETY FOR SPORT MANAGEMENT

Operating Code for the Nominating and Human Resources Committee

I. Name

The name of this standing committee shall be the Nominating and Human Resources Committee (NHRC) of the North American Society for Sport Management (NASSM).

II. Purpose

It shall be the purpose of the NHRC to:

- A. Issue a call for nominations for the various elected posts of the Governing Board in collaboration with the Chair of the Marketing & Communications Committee.
- B. Prepare a slate of candidates that ensures the requisite Governance Board skills and competencies are covered by existing and nominated Board Members.
- C. Conduct the election of Board Members.
- D. Support the Student Representative in preparing the student elections.
- E. Support other standing committees through coordination of announcements and information regarding open positions.
- F. Support the Executive Director with respect to recruiting and hiring personnel (e.g., Archivist, Web Administrator, Conference Chair)

III. Organization

- A. The NHRC shall be a Standing Committee of the Society.
- B. The NHRC shall consist of six (6) Professional members and one (1) chair (also a professional member), none of whom shall be members of the Governing Board.
- C. Each professional member shall serve a two-year term unless they are appointed Chair after their first year. Chairs are elected by the Committee and serve a two-year term in that position.
- D. Member terms shall be staggered such that one half of the membership retires each year.
- E. The current NHRC shall identify nominees to replace the retiring members. The process for identifying nominees must include a public call to the NASSM membership.
- F. Due to the critical role of the NHRC in evaluating the skills and competencies of the Governing Board, the following criteria must be met to serve on this committee:
 1. Must be at a rank of associate professor (or equivalent) or higher (this includes tenured, clinical, and teaching/professor of practice ranks as well as senior/master instructors)
 3. Must have served for NASSM in some capacity in the past (e.g., committee or board member)
- G. In the selection of the NHRC members, efforts shall be made to ensure that country of origin, geographical location, and inclusive demographics (i.e., gender, race and ethnicity, classification of institution) are equitably represented in the Committee's complement.
- H. Members will be sought through an open call to the NASSM membership. Based on supporting information supplied by nominees, a diverse nominating committee will be proposed to the Governing Board. Prior to the AGM, the Governing Board, will approve the newly selected NHRC members.
- I. If a NHRC member is unable to fulfill the responsibilities of Committee membership, a letter of resignation shall be submitted to the NASSM President with a copy to the Chair of the Committee. It is the responsibility of the Governing Board to appoint a replacement to complete the term of the member who has resigned.
- J. NHRC members are ineligible to run for office.

IV. Conduct of Business

7. Meetings
 1. Business shall be conducted by mail, phone, e-mail, video conference, or in person (at the Annual Conference).
 2. A record of all considerations by the NHRC shall be maintained by the Chair.
- B. Finances
 1. The NHRC Chair shall submit receipts to the Executive Director for reimbursement.
- C. Duties
 1. The Chair shall issue a call for nominations from all professional, international, and emeriti NASSM members in good standing for the various elective posts on the Governing Board based on the timeline outlined below.
 2. The call for nominations will include a summary of the process to be used in the preparation of the slate of nominees (outlined below) and a summary of the responsibilities for the available positions.
 3. Nominees should meet the criteria outlined in the Constitution:
 - a. The officers of the Society shall be a President, a Vice President, and six (6) Board Members.
 - b. Only professional members may become President or Vice President. Only professional members or international professional members may become Board Members.
 - c. In addition, one Student member of the Society will serve as an officer in the role of Student Representative.
 4. The Chair, in coordination with the Web Administrator, shall prepare an election ballot and make it available to all professional, international, and emeriti members in good standing not less than five weeks before the AGM.
 5. The vita and skillset of each candidate on the ballot shall be made available to all voting members and each candidate will be asked to submit a specific statement outlining their vision for the Society.
 6. The Chair will advise the NASSM President of the election outcome approximately two weeks prior to the AGM. The exact election tallies shall remain confidential.

V. Annual Report

- A. The Chair should prepare and submit a report to the Governing Board annually.
- B. The Chair shall respond to report-related questions from the membership at the AGM.

VI. Suggested Procedures

- A. Call for Nominations
 1. The NHRC Chair shall prepare and distribute a form calling for nominations for the positions that will become vacant at the time of the annual business meeting (i.e., President, Vice President, and Board Officers) according to the timeline.
 2. The nomination form must include the signature from the nominee indicating willingness to serve NASSM, if elected. Self-nominations are acceptable.
 3. All nominees must submit a completed nomination form using the form on the NASSM website.
 4. Completed nomination forms must be submitted online by the deadline outlined below.
- B. Preparation of Slate
 1. The Chair shall prepare a list of eligible nominees and send a copy to each member of the NHRC along with copies of all appropriate vitae, asking the member to rank the candidates for each elected office, beginning with first choice, second choice, etc.
 2. Committee members are to return ranked lists to the Chair on the date specified (approximately six weeks before the annual meeting).
 3. The NHRC must ensure that the necessary skills and competencies required of the Governing Board are covered by the slate of nominees in consideration of the continuing officers.
 4. As far as possible the NHRC should consider the goal of nominating a Governing Board representative of the membership of NASSM (in terms of gender, race and ethnicity, geographic representation, seniority in membership, orientation of institution, academic vs. practitioner focus) when making their rankings.

5. For all elected positions, except for the Student Representative, a nominee must currently be a Professional member of NASSM in good standing.
6. The Chair will verify with the Executive Director the eligibility of all nominees before a slate is prepared.
7. From these rankings, the Chair shall determine the appropriate number of nominees for each vacant position to be included on the slate of candidates using the following sliding scale:
 - a. For every individual position (i.e., President, Vice President), if there are 2-5 nominations the Committee will submit 2 names/candidates for the slate (candidates in good standing).
 - b. If there are 6-9 nominations, the Committee will submit up to 3 names/ candidates for the slate if all are qualified (candidates in good standing).
 - c. If there are 10-15 nominations, the Committee will submit up to 4 names if all are qualified (candidates in good standing).
 - d. If there are 16 or more nominations, the Committee will submit up to 5 names if all are qualified (candidates in good standing). This sliding scale is applied to each individual position.
 - e. For Officer positions (three positions available in any given voting term), the Committee will submit up to 8 names for the slate if all are qualified (candidates in good standing).
 - f. In case of a tie vote, a second vote shall be taken to break the tie. Nominees who are unsuccessful in gaining a position on the slate of candidates will be formally advised of their status by the Chair of the Committee.
 - g. An individual may be nominated for more than one office and the Committee members shall place the individual in rank order for each position indicated. If such a person is ranked one or two in more than one position, the nominee shall be placed on the ballot for whichever office is the higher priority as defined by the following order: President, Vice President, then Board Officers.
 - h. Two members from the same institution may not be placed on the ballot for the same office.
 - i. The Chair shall prepare a ballot consisting of the appropriate number of nominees (as indicated by the sliding scale) for each of the positions of President, Vice President, and Board Officers and make it available to all professional, international, and emeriti members of NASSM in good standing not less than five weeks before the AGM.

V. Timeline

Call for nominations: March 1

Nomination deadline: April 1

Slate Announced and elections begin: May 1

Elections close: May 15

Winners announced shortly thereafter.