



# NOMINATING COMMITTEE

## ABA Job Description

### BASIC FUNCTION

The Nominating Committee selects a slate of officers whose interest and capabilities in each office will assure leadership that contribute to the continued growth and ensure the future of ABA. These officers include President, First Vice President, Second Vice President, Secretary, Treasurer and the Member at Large.

### COMMITTEE QUALIFICATIONS

1. Have time to work closely with other committee members and to follow up with each prospective candidate as needed.
2. Have ability and basic skills to access the internet and familiarity with the use of email.

### CURRENT PROCEDURES

1. Committee members may meet at convention, by zoom or other methods. The Immediate Past President is an ex-officio member with no vote. At the first meeting, elect a Chair for the Committee.
2. Read the duties and responsibilities required by each office to be filled as stated in the Bylaws, Standing Rules and the Current Procedures in the Job Description.

The Prospective ABA Officers and Committee Survey attachment might be useful. Consider handing it out at convention or sending to the *Bell Tower* Editor for publication in the *Bell Tower*.

**IMPORTANT** – The Nominating Committee shall prepare a slate of nominees for Officers and Member-at-Large to be presented for election. The Chair does **not** report to the President during the search for officers.

3. If the Committee determines it would be beneficial to retain a person who is currently serving as either the Recording Secretary, Treasurer or Member at Large, contact that person to determine if they will accept appointment for the following year (if their term limits have not been met). Contact the First and Second Vice President to ensure that they are willing to 'move up'. This will help determine which positions remain to be filled.
4. Prospective candidates must meet the qualifications for a position before being considered. Review each potential nominee's qualifications for office.

Ask the immediate Past President to check to see if any person under consideration shouldn't be chosen due to an Executive Board non-recommendation.

5. A written statement of acceptance may be obtained from the member who has accepted a nomination for a position. (See attachment below for sample statement letter.)

The Chair is to notify the President of the slate of nominees before sending it to the rest of the Board and the *Bell Tower* Editor.



6. A written proposed slate of officers is to be sent to the Executive Committee and the *Bell Tower* Editor by April 15<sup>th</sup> to be put in the May-June *Bell Tower*.
7. The slate of nominees is presented at the next annual convention by the Nominating Committee for a vote of the members present.
8. A majority vote of the members present at the annual business meeting shall be required for election. If there is one candidate for each office, the election shall be by voice vote. If there is more than one candidate presented for an office the election shall be by ballot.
9. Any alternative candidate must be nominated from the floor. The nominating Committee is not responsible for this.

**Attached Below:** Nominating Committee Nomination Letter  
Prospective ABA Officers and Committee Survey form

## **All ABA Position Instructions**

(officers, appointments, coordinators and committee chairs):

**All ABA positions** (officers, appointments, coordinators and committee chairs):

Review your Job Description and send any updates or note of 'no changes' to the Job Description Coordinator towards the end of your annual term.

Remit to Treasurer all expenses, with receipts by the end of fiscal year, March 31<sup>st</sup>. Committees, whose budgets are large, remit expenses with receipts for payment periodically.

Prepare an annual report for your position and email/mail the report to the Secretary no later than one month before convention.

If a Discussion Form is sent to you by the Secretary, complete and return by email no later than one month before convention.

### **Important information for name and logo copyrights:**

In any print communications there must be the use of the trademarks for the name and logo for ABA.

The first time the organization's name appears it must be capitalized with the registered trademark following. THE AMERICAN BELL ASSOCIATION®.

For the registered trademark: ctrl+alt+r will work on most keyboards. ®

The name of *The Bell Tower*<sup>sm</sup> must have a superscript sm after it.

The sm superscript can be made by clicking the superscript icon in your word processing program sm.

The logo must be the official logo of ABA with the registered trademark.



THE AMERICAN BELL ASSOCIATION INTERNATIONAL, INC.  
NOMINATING COMMITTEE

Dear \_\_\_\_\_,

The American Bell Association International, Inc. Nominating Committee has selected you as a nominee for the office of \_\_\_\_\_ on the official slate to be presented at the annual convention. The slate will be published in the Mar-Apr issue of The Bell Tower.

Prior to your accepting this nomination, for your information, I encourage you to go to ABA's website and read the Job Description and Current Procedures of the office. Other names may be placed in nomination also, as prescribed in provisions of ABA's bylaws. The election will take place at a business meeting during the convention.

Congratulations on your nomination! You have our best wishes for a successful election to this office.

Warmest regards,

\_\_\_\_\_ Nominating Committee Chair

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

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**Please sign and return**

I, the undersigned, accept the nomination of \_\_\_\_\_ in  
The American Bell Association International, Inc. for the year of \_\_\_\_\_ to  
\_\_\_\_\_.

Date \_\_\_\_\_

Signature \_\_\_\_\_



Nominating Committee

(Revised April 2025)

**!!! ATTENTION ABA MEMBERS !!!**  
**THE AMERICAN BELL ASSOCIATION INTERNATIONAL, INC**  
**Prospective ABA Officers and Committee Survey**



If interested in serving or helping the ABA now or sometime in the future, please fill out this form and mail or give to the Nominating Committee Chair.

Name \_\_\_\_\_ Email \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Zip \_\_\_\_\_ Telephone \_\_\_\_\_ Mobile phone \_\_\_\_\_  
Year Joined ABA \_\_\_\_\_ Current Chapters \_\_\_\_\_

Service to ABA National (Committee Membership, Elective Office and Year)

\_\_\_\_\_

Service in Chapter (Elective Office) \_\_\_\_\_

Service to Community or other Organizations (Leadership Positions)

\_\_\_\_\_

Occupation \_\_\_\_\_

Special Skills or Training that may be of value to ABA \_\_\_\_\_

\_\_\_\_\_

If you would consider serving in any capacity of ABA, please indicate the positions/committees which you might consider serving in or working with. For details on each position, please see a member of the Nominating Committee or consult the Job Descriptions on the ABA website.

**COMMITTEES AND APPOINTMENTS:**

Auction Committee	Audit	Behold Displays Coordinator	Bell Tower Committee
Bylaws Committee	Chaplin	Chapters Coordinator	Convention Committee
Convention Committee (Annual)	Historian	Hotel Coordinator	Job Description Coordinator
Legal Advisor	Membership Coordinator	Outreach Committee	Nominating Committee
Parliamentarian	Special Services	Tax Consultant	
Town Crier	Website Coordinator	Welcome Letter Writers	

**ELECTED OFFICES:**

Secretary  
Treasurer  
Second Vice President  
Member at Large

***What conventions have you attended:***

<input type="checkbox"/> 1991 Cherry Hill, NJ	<input type="checkbox"/> 1992 Appleton, WI	<input type="checkbox"/> 1993 Rochester, NY
<input type="checkbox"/> 1994 San Diego, CA	<input type="checkbox"/> 1995 St. Louis, MO	<input type="checkbox"/> 1996 Pittsburgh, PA
<input type="checkbox"/> 1997 Vienna, VA	<input type="checkbox"/> 1998 St Paul, MN	<input type="checkbox"/> 1999 Overland Park, KS
<input type="checkbox"/> 2000 Frankenmuth, MI	<input type="checkbox"/> 2001 FairLee, VT	<input type="checkbox"/> 2002 Cincinnati, OH
<input type="checkbox"/> 2003 Grand Rapids, MI	<input type="checkbox"/> 2004 Ontario, CA	<input type="checkbox"/> 2005 Weston, FL
<input type="checkbox"/> 2006 Baltimore, MD	<input type="checkbox"/> 2007 Chicago, IL	<input type="checkbox"/> 2008 Denver, CO
<input type="checkbox"/> 2009 Dallas, TX	<input type="checkbox"/> 2010 Cleveland, OH	<input type="checkbox"/> 2011 St. Louis, MO
<input type="checkbox"/> 2012 Phoenix, AZ	<input type="checkbox"/> 2013 Atlanta, GA	<input type="checkbox"/> 2014 Richmond, VA
<input type="checkbox"/> 2015 Kansas City, MO	<input type="checkbox"/> 2016 Albuquerque, AZ	<input type="checkbox"/> 2017 Little Rock, AR
<input type="checkbox"/> 2018 Belterra, IN	<input type="checkbox"/> 2019 Dubuque, IA	<input type="checkbox"/> 2020 None – (Covid)
<input type="checkbox"/> 2021 Knoxville, TN	<input type="checkbox"/> 2022 Charleston, WV	<input type="checkbox"/> 2023 Omaha, NE
<input type="checkbox"/> 2024 Pittsburg, PA	<input type="checkbox"/> 2025 Covington, KY	<input type="checkbox"/> 2026 Springfield, MO