

FLORIDA STATE ASSOCIATION OF MASONIC HIGH TWELVE CLUBS, INC.  
SUBORDINATE CLUB OFFICERS – JOB DESCRIPTIONS/DUTIES

**NOMINATING COMMITTEE**

*Duties of the Nominating Committee of an assembly*

All positions on the Nominating Committee including Chairman are appointed by the President. The President is an ex-officio member of all Committees except the Nominating Committee. The Committee shall have such powers as its name shall suggest. The Committee shall be responsible to the President and shall make such reports as he may direct. The term of the Committee and its Committee Members, unless otherwise stated, automatically terminates upon the completion of the project/function for which the Committee was created.

1. The Committee shall consist of not less than three (3) Club Members in good standing.
2. The President cannot not serve as a member, in any standing, of the Nominating Committee.
3. The Committee is charged with creating and presenting a slate of nominees for the elected Officer positions only. All appointed officer positions are the responsibility and purview of the incoming President.
4. The Committee is not limited to nominating one candidate for each office.
5. Members of the Nominating Committee are not barred from becoming nominees for office themselves.
6. The Nominating Committee shall contact each person whom it wishes to nominate, in order to obtain his acceptance of nomination.
7. Individual members of the Nominating Committee may propose other nominees for some or all of the offices in any case where nominations from the floor are permitted.
8. The Committee shall present a proposed slate of nominees for office, to the Club Membership, no later than the first meeting of April of each year.
9. The Committee shall present its final slate of nominees for office to the Club Membership at the second meeting in November of each year.
10. The Committee is automatically discharged when its final report is presented to the membership at the second meeting in November. If one or more of the nominees withdraws before the election, unless nominations for the position have been made from the floor, the Committee is reappointed by order of the President and the Committee should meet immediately to agree upon another nomination if there is time.