



THE NINETY-NINES, INC.  
STANDARD OPERATING SOP  
NOMINATING COMMITTEE

1. **Purpose:** The Nominating Committee seeks qualified candidates for all elective positions, except Trustees, as provided in the Bylaws. (SR XII, Section 2.B.) The committee also verifies eligibility of candidates for all elective positions, including Trustees, and nominees for vacant seats
2. **Applicability:** This SOP applies to the International Nominating Committee solely at the International level.
3. **Committee Membership:** (Bylaws Article XI, Section 1)
  - 3.1. The Nominating Committee shall consist of five (5) members.
  - 3.2. Members of the Nominating Committee shall at the time they become a candidate:
    - 3.2.1. Have been a member for the previous five (5) consecutive years; and
    - 3.2.2. Have held office in a chapter or section.
  - 3.3. No two (2) members of the Nominating Committee may be from the same section.
  - 3.4. A Nominating Committee member may not serve concurrently in more than one international elective position.
  - 3.5. A term for a Nominating Committee member shall be two (2) years. Each Nominating Committee member shall serve until her successor is declared elected or appointed, or her earlier death, resignation, or removal. A Nominating Committee member shall serve no more than two (2) consecutive terms.
  - 3.6. The Nominating Committee shall elect its own chairman.
  - 3.7. A vacancy on the Nominating Committee shall be filled by action of the majority of the IBOD from a list of candidates submitted to the IBOD by the Nominating Committee.
4. **Responsibilities of the Committee:**
  - 4.1. To identify qualified candidates and encourage leadership at the International level:
    - 4.1.1. Contribute an article and link to the Intent form in the September, October, November and December issues of the President's monthly email to the membership.
    - 4.1.2. Consider submitting an article to The Ninety-Nines magazine for the September/October issue.
    - 4.1.3. Participate in Section meetings or submit info to the IBOD rep to those meetings
  - 4.2. To update 'Intent to Seek Election' forms annually and submit to the webmaster in a timely fashion
  - 4.3. To submit reports to the IBOD as requested and to the Election Procedures Committee on February 1.
  - 4.4. To maintain a spreadsheet reflecting all elective positions for the following:
    - 4.4.1. Name of elected individual or candidate
    - 4.4.2. Name of elective position or seat assignment

- 4.4.3. Number of terms served in the current position
- 4.4.4. Date of appointment to position (if appointed)
- 4.4.5. Year elected
- 4.4.6. End of term
- 4.4.7. Whether eligible to run for next term
- 4.4.8. Whether eligibility requirements have been met
- 4.5. To communicate with chairmen of the Amelia Earhart Memorial Scholarship Fund (AEMSF), Endowment Fund (EF), Museum of Women Pilots (MWP) and Amelia Earhart Birthplace Museum (AEBM) so that the following is understood/confirmed:
  - 4.5.1. The number of positions open for election and whether any current trustees are eligible to run for another term.
  - 4.5.2. The Boards of each of the above are responsible for locating and vetting their own candidates.
  - 4.5.3. The Nominating Committee will confirm eligibility of each proposed candidate (Bylaws Article XI, Section1)
  - 4.5.4. The Nominating Committee will submit completed Intent to Seek Election packages for Trust candidates to the IBOD in a timely manner for its approval.
- 4.6. To maintain an electronic record of positions, candidates, contacts, and qualifications.

**5. References:** Follow these and all applicable current Bylaw and Standing Rules

- 5.1. Bylaws
  - 5.1.1. Article VIII, Sections 1, 2 & 3 – International Officers
  - 5.1.2. Article IX, Sections 2, 3 & 4 – International Board of Directors
  - 5.1.3. Article X, Sections 2, 3 & 4 – Trusts
  - 5.1.4. Article XI, Sections 1, 2 & 3 – Nominations, Elections and Removals
- 5.2. Standing Rules
  - 5.2.1. SR VIII, Sections 1 & 2 – Nominations, Elections & Procedures
  - 5.2.2. SR IX, Section 1 – International Board of Directors, Board Vacancies
  - 5.2.3. SR XII, Section 2 – Nominating (Committee)

**6. Procedure Content:** Suggestions for finding candidates

- 6.1. The Nominating Committee members shall attend their respective Chapter and Section meetings to identify suitable candidates for international office.
- 6.2. When possible, Nominating Committee members shall attend other chapter or section events to identify suitable candidates for international office.
- 6.3. Former officers at the section level shall be contacted.
- 6.4. Candidates of prior elections shall be contacted to see if they want to run again.
- 6.5. Write-in candidates from prior elections shall be contacted.

**7. Approval:**

- 7.1. Authorizing Body: International Board of Directors.
- 7.2. Approval Date: This Nominating Committee SOP was approved on: November 5, 2021.

8. **Timeline:**

Date	Action	Comment
July - After international meeting	Update Officers.xlsx spreadsheet	See instructions in spreadsheet
August	Update intent to seek election form	Upload to website
September/Oct/Nov/Dec	Publish in monthly email and consider 99s magazine article	
August – December	Seek suitable candidates	
August - December	Receive, review candidate packages Verify eligibility of all candidates	
January	Update the candidate section of Officers.xlsx spreadsheet	
February 1 <sup>st</sup>	*Submit report to election procedures committee *Upload candidate info to website *Submit candidate info to Publications committee for March/April issue of Ninety-Nines magazine	
February 20th	Provide article/link to candidate info in Straight & Level	For publication in March 1 issue
March 20th	Provide article/link to candidate info in Straight & Level	For publication in April 1 issue