

Nominating Committee

Mission

- The Nominating Committee will be responsible for seeking qualified AFTE candidates to serve on the Board of Directors and Board of Admissions. The committee will review all qualified applicants and present the slate of officers to the membership at the annual AFTE Business Meeting.

Duties/Responsibilities

- Determine from the AFTE President Elect the name and particulars on the person selected for the vacant seat on the Nominating Committee.
- Contact Nominating Committee Members, current members of the Board of Directors and members of the Association of Firearms and Tool Mark Examiners for their ideas/input on who should be nominated for AFTE elected positions for the next year. Obtain specifics on what elected position each person suggested might be best suited.
- Contact any and all persons suggested who meet the minimum requirements and inform them that they have been suggested for consideration of an elected position in AFTE.
- If the person expresses interest in being considered, request that a current Curriculum Vitae be sent to you for review. Send copies of any Curriculum Vitae received to the other members of the Nominating Committee.
- A vote by members of the Nominating Committee must be taken on all those persons being considered for elected positions in AFTE. The vote must be taken prior to the AFTE Mid-Year Board of Directors Meeting.
- Two (2) of the three (3) members of the Nominating Committee must agree on the person selected for each elected position.
- Prior the AFTE Mid-Year Board of Directors Meeting the Chairperson will notify the 1st Vice President of the slate of nominees. The 1st Vice President should be notified early enough to prepare a report for presentation at the AFTE Mid-Year Board of Directors Meeting.
- After acceptance of the Nominating Committee Report by the Board of Directors, each selected nominee should be contacted in writing advising them of their nomination and requesting they forward to the AFTE Journal Editor a recent photograph and a short bio for inclusion in the next AFTE Journal.
- Those nominees not selected should be informed in writing that they were not selected for the up-coming year slate of officers. They should also be advised that their Curriculum Vitae will be retained by the Chairperson of the Nominating Committee for future consideration.
- At the annual AFTE Business Meeting the Chairperson will announce to the membership the slate of candidates for AFTE elective offices nominated by the Committee. The President will open the floor for any other nominations by the membership.

- The Chairperson should send a copy of correspondence with the nominees to the other members of the Nominating Committee and should retain the correspondence and/or copies of the correspondence with all nominees.
- The out-going Chairperson of the Nominating Committee should forward any Curriculum Vitae on file to the new Chairperson.