

2.17. NOMINATION

2.17.1. TERM: One year (appointed by the President)

2.17.2. COMPOSITION:

2.17.2.1. The nominating committee shall consist of one member from each of the seven regions. (See APPENDIX B for listings.)

2.17.2.2. The immediate Past-President shall be a member of the nominating committee.

2.17.2.3. The President-Elect shall be a non-voting member.

2.17.3. PURPOSE: To present to the Board at the meeting preceding the annual KLA Conference a slate of one qualified candidate each for the offices of the President-Elect, Secretary, and Treasurer.

2.17.4. DUTIES:

2.17.4.1. To be familiar with the requirements and qualifications for each of the offices for which candidates are to be presented

2.17.4.2. To select for presentation to the Board, candidates for office, except for the President-Elect, from the same region in rotation, in so far as is possible. The final determination, however, should not be based on geographic location but on the judgment of the committee as to the person with a background of experience of serving in the professional organization, and who has evidenced the talent and ability for strong leadership and the willingness to serve.

2.17.4.3. The in-coming President should be consulted as to whether he/she will require the secretary to be in close geographical proximity.

2.17.4.4. To obtain written consent from each candidate after he/she has been informed of the duties of the office and of the aims and objectives of the association

2.17.4.5. To obtain from each nominee a brief biography before the election

2.17.4.6. To develop and maintain an up-to-date file of potential officers and committee chairpersons from names and background information supplied by Presidents of each district.

2.17.4.7. To prepare an annual written report, in triplicate, for the last meeting of the Board of Directors

2.17.5. FORMS: Prospective Officer Questionnaire is located in APPENDIX E, KSMA Business Forms.

2.17.6. EXPENSES:

- 2.17.6.1. Expense vouchers must be completed, signed, and submitted to the treasurer before any bills can be paid.
- 2.17.6.2. Receipts or invoices must accompany all vouchers; however, receipts for mileage expenses are not necessary.
- 2.17.6.3. Any expenses incurred while in office must be submitted for payment at least 10 days prior to the fall KLA/KSMA meeting. This will enable the treasurer to pay any bills and prepare the books for audit.
 - 2.17.6.3.1. If this deadline cannot be met, a written explanation should accompany a completed and signed voucher and should be submitted to the treasurer prior to the fall KLA/KSMA joint conference.
 - 2.17.6.3.2. Invoices/receipts should be submitted as soon as possible.
- 2.17.6.4. Travel expenses for members of the Board of Directors and appointees attending KSMA Board of Directors' meetings are allowed at the rate of KLA mileage rate per car for meetings not held in conjunction with conferences or regular annual meetings such as the fall KLA/KSMA joint conference. If the meeting is held 100 or more miles from a member's home, \$50.00 per night lodging expense is allowed.