

SUGGESTED PLANNING SHEET FOR NOMINATIONS CHAIRMAN/NOMINATIONS COMMITTEE MEMBER

Officers officially start their duties June 1. For this office it helps to start earlier. DOWNLOAD and follow the **Years to ASSUME OFFICE chart** from "More" and Board members page on website.

Although you do not take office officially until June 1, there are many tasks that need to be done in order to make your time in office work better. Make sure that all the Bylaws have been addressed. Double check with previous officer and other officers to update or clarify tasks and timelines. CHAIRMAN has some specific deadlines that must be met.

CHECK	MONTH	
	JANUARY	<p>As Nominations Chairman: Review By-laws on website on pages 16-17 and chart on page 36. Identify Nominating Committee members. Send them this suggested planning sheet. Identify which offices need to be filled for the next ballot; let committee members know.</p> <p>As Nominations Committee member: Review By-laws on website on pages 16-17 and chart on page 36. Communicate any ideas of who may be a good idea for nominations to the Chairman</p>
	FEBRUARY	<p>As Nominations Chairman: Obtain the membership list and start identifying potential candidates for the following year's slate of officer's ballot. Speak with people to encourage interest and thought about serving as an officer. (Note: it is best to speak to the nominee in person or at least by phone rather than through text or email messaging.) Discuss with the President to identify and begin training at least one nominating committee member to be nominating chairman for the future. Attend all board meetings and the membership meeting at the Annual Conference. You are a voting member of the board.</p> <p>As Nominations Committee member: Assist Nominating Committee chairman in identifying potential board candidates Provide names and contact information to the chairman of those who may be willing to serve.</p> <p>Make sure all nominations are SCAFCS members (check with VP Services). . (Note: Student Unit members cannot serve on the SCAFCS Board until they have finished their degree programs or are certified professionals and no longer a member of the Student Unit.)</p>
	MARCH / JUNE	Continue searches. Attend the Board meeting in March or April.
	JULY/ AUGUST	Make sure all officers needed are being gleaned for the ballot. Check with the nominations committee for any missing nominees. Contact those willing to be on the board and ballot.
	SEPTEMBER	Collect names for all officers to be on the ballot. Verify with the nominations committee. Obtain the current Membership List from VP Services to verify current members. Contact those whose memberships have lapsed. Remind VP Services to check on current Board Members and let them know if their membership has lapsed or is in danger of lapsing. She will tell the President. Make sure all nominations are current members (check with VP Services). Contact those willing to be on the board and ballot with final verification.
	OCTOBER	Construct a ballot and send it in .doc or .docx format to the Newsletter Editor for publication. (See attachment below.) Send ballot in .doc or .docx. to Newsletter / Communications Editor before the middle of October.
	NOVEMBER	Verify the Newsletter and website information for correctness in names and dates. Contact the Professional and Emeritus membership mid-November to remind them to go to the website and download or click on the QR code to vote. (Student Unit members are not eligible to vote.) Collect ballots from membership. Send list-serve, membership list, and board member reminders for submissions of ballots.

	DECEMBER	<p>Send final reminders to all about ballot votes to be submitted by December 14th or 15th.</p> <p>If sufficient ballots have not been sent in, call or remind all board members to vote. If time is very short, they may text you with their "Yes" meaning they agree to all listed on the ballot. They then need to provide their AAFCS membership number. This can count as a vote. Do NOT post your mobile number on the website. You can send a text message or tell board members at a meeting how best to contact you.</p>
	JANUARY	<p>Inform those on the ballot of the results. Remind them to read the By-Laws and Procedures information, their need to attend the Conference Board meeting (Wednesday dinner), Installation Ceremony (Thursday Evening Banquet), and Membership meeting (Friday morning). Submit a report of the nominations for the Conference Board Meeting identifying and introducing new board members.</p>
	FEBRUARY	<p>Make sure the President and Counselor have the new board members for the induction during the Membership meeting and photos after the Banquet Thursday night. Send thank you notes and extend formal gratitude to committee members. Send notes of congratulations to new board members with a copy of their Suggested Planning Sheet for their position on the board (or make sure that the upcoming President has done so). Update/change any of these suggestions as necessary to assist next board members.</p>

**SAMPLE BALLOT
GIVEN
BELOW.**

**DOWNLOAD, ADD NAMES IN INFORMATION,
SEND TO WEB EDITOR BEFORE
MID-OCTOBER.**

**IT MUST BE ONLINE MID-NOVEMBER FOR
ONE MONTH BEFORE DECEMBER 15.**



**SOUTH CAROLINA ASSOCIATION OF FAMILY & CONSUMER SCIENCES
OFFICIAL BALLOT FOR THE 2025--26 SLATE OF OFFICERS
TO START SERVING JUNE 2026**

VOTE FOR 1 UNDER EACH OFFICE OR WRITE IN THE CANDIDATE OF YOUR CHOICE

President (currently President-Elect)

Write in _____

Vice-President – Program Elect

Write in _____

Vice President – Services (Membership)

Write in _____

Secretary

Write in _____

Historian

Write in _____

VOTE FOR 3 UNDER NOMINATING COMMITTEE OR WRITE IN THE CANDIDATE(S) OF YOUR CHOICE.

Currently serving: _____ (Chairman)

Write in _____

Submit ballots by _____, December 15, 202__ to:

[@gmail.com](#)
Name of Chairman
Address
City, SC Zip code

Member Name _____ AAFCS Member # _____ Renewal date _____

From the By-laws:
“Ballots shall be mailed or emailed to all individual members *except Student Unit, honorary, and courtesy members* at least two months before the annual meeting of the Association. The closing date for the receipt of ballots shall be thirty days from the date of the distribution of the ballots.”