

SPAC Nominating Overview & Instructions

January 2006

The Process

February 1, 2006

Deadline to submit written statement of qualifications for SPAC Chair position. *Only interested, current senior delegates (serving 2005-2006) may submit for this position.*

Deadline to nominate or self-submit for 2006-2007 SPAC leadership position(s). All current junior delegates are encouraged to submit for their top three (3) positions. If forms are not submitted by this deadline, the Nominating Committee will assign positions as it deems appropriate.

All required nominating forms must be completed and returned to Tara Finnigan no later than Wednesday, February 1, 2006. You may choose either of the following methods of delivery:

- a) E-mail: tarafinnigan@yahoo.com
- b) Mail: 58 Greenmoor, Irvine, CA 92614

February 15, 2006

Nominating Chair will distribute all nominating forms to the Nominating Committee for review.

Winter Conference

March 2005

Nominating Chair will distribute qualifications and a ballot for the SPAC Chair position by 9 a.m. on the first day of the conference. Write-in candidates will be accepted only after that candidate has provided a written letter of qualification to all delegates prior to 9 a.m. on the first day of the conference. A write-in candidate's name will not appear on the official ballot; however, once qualified by the Nominating Committee, may be written-in by the voting delegate.

SPAC Chair ballots will be collected by the Nominating Chair after voting delegates have had sufficient time to make a decision and according to the Winter Conference agenda. Majority vote will determine the SPAC Chair. Majority means "more than half" of the votes cast by Delegates legally entitled to vote.

The 2006-2007 SPAC Chair will be announced.

Later in the conference agenda, Nominating will present a tentative slate for incoming senior delegates (2006-2007 leadership positions) to the delegation, after consulting with the outgoing and incoming SPAC Chairs. This slate will be voted on at the Spring Conference.

Spring Conference

May 2005

Vote on previously presented slate for 2005-2006 senior delegate leadership. Majority vote will determine the nominated slate. Majority means "more than half" of the votes cast by delegates legally entitled to vote.

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Chair & Senior Delegate Leadership 2006-2007

- **Every Senior SPAC delegate will hold a leadership position.**
- To ensure that you hold a position of interest you are *strongly* encouraged to take full advantage of the nominating process.
- If you want to learn more about any one of these positions, please contact Tara Finnigan, Nominating Chair, or the *current Senior Delegate* holding that position.

Common Job Responsibilities

The Chair and each incoming senior delegate are responsible for the tasks outlined below, in addition to job responsibilities relative to that leadership position:

- Sit on a subcommittee
- Submit expenses for reimbursement to the Treasurer in a timely manner
- Maintain a notebook for the position you hold that includes:
 - ✓ A job description
 - ✓ A timeline for completing responsibilities
 - ✓ Copies of forms, reports and/or necessary documents
 - ✓ A computer disk of PC-originated materials.

(*Transition with incoming senior, which will include turning over notebook and contents.*)

2005-2006 SPAC Nominating Committee

Tara Finnigan, JLOCC

Dawn Kinsel, JLLA

Alison Sullivan, JLSD

Margot Bach, SPAC Chair

Nominating Chair

Member at Large

Member at Large

Advisory Status