**Sacramento County Disability Advisory Commission (DAC)**

**Nominations Committee Procedures and Guidelines (**DRAFT052825)

Sacramento County Disability Advisory Commission (DAC) Nominations Committee hereafter follows these procedures and guidelines in the development of a slate of officers annually. These procedures and guidelines are based on the 2011 DAC Bylaws and the informal guidelines the Nominations Committee has operated in the past.

Procedures according to Bylaws

1. “A Chair of Nominations shall be selected by the Executive Committee and appointed at the April meeting to serve for the ensuing year. The Chair of Nominations shall appoint two (2) additional voting members from the Commission to act as the Nominations Committee” (2011 Bylaws, Article VIII, Section 1.1).
2. “The Nominations Committee is responsible for selecting a slate of officers from the voting membership (one per position) for the coming year, beginning July 1. There is no requirement that either the Commission Chair or Vice Chair have a disability. Members selected must agree to accept the nomination” (2011 Bylaws, Article VIII, Section 1.2).
3. “The slate will be proposed to the Commission at the May meeting. Nominations will also be accepted from the floor prior to the close of nominations on the day of elections at the June meeting” (2011 Bylaws, Article VIII, Section 1.3). This means that members from the floor can nominate themselves or others not already proposed on the slate.
4. “The term of office shall be one year. A member may be elected for any number of terms but may not serve more than two terms consecutively” (2011 Bylaws, Article VII, Section 2). This means that a member is not eligible for Chair or Vice Chair if they have served two consecutive terms in that office. However, a Chair who has served two consecutive terms is eligible to run for Vice Chair, and a Vice Chair having served two consecutive terms may run for Chair. After reaching term limits for Chair or Vice Chair, the member must wait one year to run again for that office.

Guidelines

1. The Nominations Committee members shall survey each DAC member and ask the following questions:
   1. Who do you nominate for Chair?
   2. Who do you nominate for Vice Chair?
   3. If nominated, will you accept a nomination for Chair?
   4. If nominated, will you accept a nomination for Vice Chair?
2. Nominations Committee members will meet by phone, virtually or in-person to review and discuss the DAC members’ responses.
3. Nominations Committee members may consider the following factors when evaluating each candidate:
4. Knowledgeable about the mission and purpose of the DAC and its Subcommittees;
5. Regular and timely attendance at DAC and Subcommittee meetings in accordance with 2011 Bylaws, Article IX, Section 4, Subsection 4.1; and Article X, Section 2, Subsection 2.3;
6. Prior or current volunteer or professional experience engaging in advocacy or leading other advisory bodies;
7. Good leadership and communication skills;
8. Readiness for DAC and Subcommittee meetings by reviewing the Meeting Agenda and supporting materials in advance of the meetings;
9. Level of participation during and outside regular and subcommittee meetings, such as drafting documents for DAC review or serving on a Task Force;
10. Understanding of the cross-disability perspective.

Adopted by the DAC on [DATE]