

The UTAH OCCUPATIONAL THERAPY ASSOCIATION

Subject: Nominating Committee (Ad Hoc Committee)
Code: BPPC 4/94
Revised Date: 2/99, 6/03

Policy: 10
Eff. Date: 5/94
Rescinded:

Purpose: To clarify the responsibilities and activities of the Nominating Committee.

Committee Purpose:

1. To coordinate the election of officers of the Association.
2. To facilitate the recognition of UOTA members who have made exceptional contributions to the development of the profession and/or service to UOTA.

Procedures:

1. General

- a. The chairperson establishes a committee (Reference Bylaws).
 - b. The chairperson submits an annual written report, describing the completed activities of the committee related to committee and UOTA goals, to the Vice President.
 - c. The committee develops a proposed budget and submits to the UOTA Treasurer in the first quarter of the membership year.
 - d. The Chairperson submits to the Treasurer receipts and/or check requests within budget limitations for award purchases and reimbursement (see Policy 6).
 - e. The Chairperson submits a financial summary of committee expenses July 1-June 30 to the Treasurer by June 30.
2. Related to purpose #1:
 - a. Annually obtain nominations for the elected positions (offices) to be filled. Examples of ways to obtain nominations include:
 - a. Newsletter announcement and nomination form
 - b. Website announcement and nomination form
 - 3.) Telephone members
 - 4.) Verbal or written contact with members at regular membership meeting(s)
 - 5.) Telephone facilities' OT department Directors
 - 6.) Individual mailing of nomination form to members
 - a. Verify nominee's consent to serve.
 - b. Prepare a slate of candidates for each position to be filled (Reference Bylaws).
 - c. Prepare a ballot for election (Reference Bylaws).
 - d. Determine results of the election and announce at the Annual Meeting or the last regular meeting of the membership year, whichever is closer to the beginning of the term of office of the position, July 1 (Reference Bylaws).
3. Related to Purpose #2:
 - a. Seek nominations for award recipients from members at large.
 - b. Select award recipients based upon the criteria established.
 - c. Develop Association awards and indicate name and criteria for each award in writing. Consider awards presented on a regular basis and those presented for isolated Association activities and/or accomplishments.

- d. Obtain EB approval, through Vice President, for the awards developed.
- e. Advertise the UOTA awards available in the newsletter and on the website, prior to the annual meeting.
- f. Select and purchase/secure awards for distribution.
- g. Present awards to recipients, along with the President or a designated officer, at the Annual meeting or the last regular meeting of the membership year. If recipients are not present at the meeting, a committee member or the Chairperson will personally deliver the award to the recipient, if logistically able.
- h. Submit to the Newsletter editor and the webmaster a written summary of the awards and recipients for publication.
- i. The committee is dissolved each membership year following the UOTA elections and awards issuance. The committee is developed automatically in the third quarter of each membership year with a Chairperson appointed by the President.