

**PROCEDURE FOR NOMINATION OF CHAIR AND VICE-CHAIR
JANUARY 2002**

The nomination process for the Chair and Vice-Chair of the Louisiana Geographic Information Systems Council shall be held in the months of December and January each year preceding the first LGISC meeting in January at which the election will be held. The current Chair and Vice-Chair will hold office until the election is complete at which time the newly elected Chair and Vice-Chair will assume their official roles. The procedure (as adopted on 2/12/01) shall be:

1. A nominating committee shall be selected by the Council at a LGISC meeting during the month of December (or November if necessary) immediately preceding the election scheduled for January.
2. The nomination committee shall prepare and distribute a nomination form (see attached example) and current list of members to all members and alternates. Alternates may nominate candidates if the member position in that agency is vacant. More than one nomination from each agency may be accepted. Only members can be nominated for election
3. Nominations shall be collected in any way, including the nomination form, e-mail, fax, or telephone, that is convenient to the nomination committee.
4. The nomination committee shall contact the nominees and inquire as to their willingness to hold office.
5. The nomination committee shall prepare a formal report on the nominations to all members and alternates prior to the January meeting at which the election is held.
6. The Chair of the nomination committee shall present the nomination report at the January meeting and then call for further nominations from the floor.
7. Voting shall be *viva voce* and the results thereof recorded in the minutes.