

NOMINATION AND ELECTION PROCESS

The process begins with an announcement in the July Green Thumb that nominations are being accepted for the five management positions on the Steering Committee: Chair, Vice Chair, Secretary, Treasurer, Assistant Treasurer and two at-large positions: Over Five-Year Master Gardener, and Most Recent Class Master Gardener. A job description for each position will be included in the Green Thumb announcement. Except for the Most Recent Class Master Gardener, nominees must have been a Master Gardener for at least a full year after Internship, be currently certified, and doing their volunteer service in Polk County.

Nominations can be either a self-nomination or on behalf of a candidate. The July Green Thumb will provide instructions on how and where to apply and that nominations should include the following information:

- When they or the person they are nominating took the Master Gardener course
- Where the nominee currently volunteers
- A brief description of why they are interested and what they can contribute in that role (if a self nomination), or why the person making the nomination believes their candidate is qualified for the position
- If the nomination is on behalf of someone, the person nominating must confirm the candidate they're proposing is interested in filling the position.

Nomination cut-off date is July 31.

The Master Gardener Program Coordinator will verify each nominee's certification. Should no one be nominated for a position, the Nominating Committee will ask the Steering Committee for recommendations. Input from the Steering Committee for open positions are due to the Nominating Committee by August 7.

By August 15, the Nominating Committee will have interviewed all candidates to verify they meet the criteria for the Steering Committee position. An electronic ballot will be generated including all of the background data required with the nomination. That ballot will be made available to members by September 1 with the notice that voting will close September 15.

If only one person has been nominated for a position, that person will be on the ballot. When there are multiple people on the ballot for a position, the person with a plurality vote will be elected.

Results of the voting will be announced at that year's Harvest Celebration.

JOB DESCRIPTIONS

Chairperson: Prepares agenda & allocates time limits per topic, leads meetings

Chair Elect: Acts as timekeeper during meetings; sits on nominating committee; leads meetings when Chairperson is unavailable to do so; represents Chairperson at Master Gardener events Chairperson is unable to attend.

Secretary - Takes attendance at Steering Committee; records voting outcomes (validates quorum); records and distributes minutes.

Treasurer - Maintains budget reports and recommends annual budget amounts for PCMG projects; monitors and maintains financial records and spreadsheets (must have knowledge of Excel), reports financial status at each Steering Committee meeting; provides a report annually to PCMG body at the annual meeting. An accounting background is recommended.

Assistant Treasurer - assists Treasurer in maintaining financial records and reports and reporting financial status at meetings in the absence of the Treasurer.

Most Recent Class Master Gardener - Gathers input from new members of PCMG on new topics/proposals if requested by Chair; presents gathered input and personal perspective during meeting discussion.

MG 5+ years / Recent Class: gathers input from other PCMG on new topics/proposals if requested by Chair; shares gathered input and personal perspective during meeting discussion