***PROCEDURE FOR NOMINATION***

***to the Georgia State Chapter Executive Board***

1. Eligibility:
   1. A nominee must have served one term as president of a local chapter.
   2. The candidate selected ***must be a member of the convention*** at which her name is presented for election. *(See Georgia State Chapter Bylaws Article II, Section 1)*
   3. New chapters must have already been represented in convention of Georgia State Chapter once before their delegates are eligible to hold a state office. (Bylaws Article V, Section 1. Eligibility, Part A. New Chapters)
2. Recommending body (local chapter, standing committee, executive board) receives permission of the nominee to submit her name to the Nominating Committee.
3. Nominee’s name is presented to recommending body and is approved by *majority* vote by *written* ballot. For chapters, the written ballot should be taken during a regular meeting. Standing committees may cast their written ballots at a meeting or via mail or email.
4. Nominee completes **Self-Evaluation Form** and submits it to the Nominating Committee chair by February 15th.
5. Recommending body completes Recommendation Form and submits to the Nominating Committee chair by February 15th
6. Three members from the recommending body each complete a **Candidate Evaluation Form** independently of each other and submit to the Nominating Committee chair by February 15th.
7. If a nominee has submitted a full application within the past three years, she may choose to resubmit the same application materials from her previous submission. If any information has changed, or if the nominee or recommending body wishes to revise previously submitted materials, updated versions of any form may be submitted in place of the originals.

**Additional Information:**

1. A recommending body may recommend more than one nominee.

2. A recommending body may nominate a sister not a member of said body.

3. All nominees and recommending bodies shall be notified of the committee's selection of a candidate.

4. Nominations may be made from the floor of convention. Permission of the nominee must be obtained and a resume of her qualifications must be provided to the president of Georgia State Chapter and the Nominating Committee Chair prior to the report of the Nominating Committee.

***RECOMMENDATION FORM***

***to the Georgia State Chapter Executive Board***

This form is to be completed by the recommending body and submitted to the Nominating Committee chair by February 15th.

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nominee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Nominee Chapter: \_\_\_\_\_\_\_

Nominee Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nominee Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nominee Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recommending Body *(chapter, committee, board)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This body voted to recommend this nominee on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(date)*

President/Chair Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

President/Chair Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

President/Chair Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

President/Chair Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

President/Chair Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recording Secretary Signature: *(if applicable)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***SELF-EVALUATION FORM***

***to the Georgia State Chapter Executive Board***

This form is to be completed by the nominee and submitted to the Nominating Committee chair by February 15th.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact Information**

Nominee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Nominee Chapter: \_\_\_\_\_\_\_\_\_\_\_\_

Nominee Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nominee Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Nominee Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

P.E.O. Initiation (year, chapter, state): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**P.E.O. Experience**

Local Chapter Offices:

Local Chapter Committees:

State Committees:

Additional P.E.O. Leadership Roles or Contributions:

**Education, Training & Work Experience**

Briefly outline your educational background, relevant training, and professional experience.

**Additional Non-P.E.O. Leadership Roles or Contributions**

Outside of P.E.O., in what settings have you demonstrated successful leadership?

**Personal Support System**

Who will support you during your State Board service, and how?

**Volunteer Experience & Personal Interest**

Share any volunteer work outside of P.E.O., personal interests or hobbies that help us get to know you better.

**Computer Skills & Experience**

Using the scale below, rate your proficiency with each program or platform by selecting the number that best represents your comfort level.

Rating Scale:

**1 = No Experience**

**2 = Beginner** – Limited experience; may need guidance

**3 = Intermediate** – Comfortable with most tasks

**4 = Proficient** – Confident and efficient

\_\_\_\_\_ Microsoft Word

\_\_\_\_\_ Microsoft Excel

\_\_\_\_\_ Microsoft Power Point

\_\_\_\_\_ Google Docs

\_\_\_\_\_ Google Sheets

\_\_\_\_\_ Google Slides

\_\_\_\_\_ Google Forms

\_\_\_\_\_ Google Drive/Shared Docs

\_\_\_\_\_ Email (bcc, cc, attachments)

\_\_\_\_\_ Zoom

\_\_\_\_\_ Canva

\_\_\_\_\_ Other (please specify)

Please evaluate yourself using the following rating scale:

Rating Scale:

**1 = Excellent**

**2 = Above Average**

**3 = Average**

**4 = Below Average**

\_\_\_\_ Dependability

\_\_\_\_ Leadership

\_\_\_\_ Tolerance

\_\_\_\_ Conflict Resolution

\_\_\_\_ Fairness

\_\_\_\_ Willingness to listen

\_\_\_\_ Kindness

\_\_\_\_ Time Management

\_\_\_\_ Problem-Solving

\_\_\_\_ Decisiveness

\_\_\_\_ Organization

\_\_\_\_ Thoroughness

\_\_\_\_ Analytical ability

\_\_\_\_ Attention to detail

\_\_\_\_ Initiative

\_\_\_\_ Promptness

\_\_\_\_ Creativity

\_\_\_\_ Tact

\_\_\_\_ Dedication to P.E.O.

\_\_\_\_ Stamina

\_\_\_\_ Collaboration

\_\_\_\_ Knowledge of P.E.O.

\_\_\_\_ Public speaking

\_\_\_\_ Enthusiasm

\_\_\_\_ Poise/Professionalism

\_\_\_\_ Ability to travel

\_\_\_\_ Flexibility

\_\_\_\_ Discretion/Confidentiality

\_\_\_\_ Communication

\_\_\_\_ Computer skills

Briefly state what you hope to contribute to Georgia P.E.O., and what do you hope to gain through State Board service? Explain what skills, talents and abilities you can contribute as a state officer, if elected. Include how you will effectively time manage your current schedule and responsibilities to include board service.

If selected by the nominating committee, I agree to have my name submitted as nominee to the executive board and to the next Georgia State Convention delegation. If elected, I agree to serve, and as circumstances and health permit, make a long-term commitment to the executive board.

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***CANDIDATE EVALUATION FORM***

***to the Georgia State Chapter Executive Board***

This form is to be completed **separately** by **three** members of the recommending body, independently of each other, and submitted to the Nominating Committee chair by February 15th.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recommending Body: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of person completing this form: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please evaluate your candidate using the following rating scale:

Rating Scale:

**1 = Excellent**

**2 = Above Average**

**3 = Average**

**4 = Below Average**

\_\_\_\_ Dependability

\_\_\_\_ Leadership

\_\_\_\_ Tolerance

\_\_\_\_ Conflict Resolution

\_\_\_\_ Fairness

\_\_\_\_ Willingness to listen

\_\_\_\_ Kindness

\_\_\_\_ Time Management

\_\_\_\_ Problem-Solving

\_\_\_\_ Decisiveness

\_\_\_\_ Organization

\_\_\_\_ Thoroughness

\_\_\_\_ Analytical ability

\_\_\_\_ Attention to detail

\_\_\_\_ Initiative

\_\_\_\_ Promptness

\_\_\_\_ Creativity

\_\_\_\_ Tact

\_\_\_\_ Dedication to P.E.O.

\_\_\_\_ Stamina

\_\_\_\_ Collaboration

\_\_\_\_ Knowledge of P.E.O.

\_\_\_\_ Public speaking

\_\_\_\_ Enthusiasm

\_\_\_\_ Poise/Professionalism

\_\_\_\_ Ability to travel

\_\_\_\_ Flexibility

\_\_\_\_ Discretion/Confidentiality

\_\_\_\_ Communication

\_\_\_\_ Computer skills

**In what ways does your prospective nominee demonstrate the qualifications necessary for service on the Georgia State Chapter Executive Board?** Please describe her special skills, strengths, and knowledge of P.E.O., including specific leadership experiences, decision-making abilities, communication style, and history of meaningful contributions within her local or state chapter? How has she exemplified the values of P.E.O. and built trust within the Sisterhood? In what ways do you believe she would serve as an effective ambassador to the membership across Georgia?