

APPENDIX C

BY-LAWS OF THE NOMINATIONS COMMITTEE

Adopted by the Board of Directors

March 29, 1984, and

Subsequently Amended

1. Members of the Nominations Committee are not eligible for nomination for any position for which the committee has responsibility.
2. February 1 is the deadline for submission of names to be considered by the committee. Notice shall be placed in the November and January issues of the *Louisiana History Newsletter* that suggestions are being received by the committee and of the February 1 deadline.
3. The chair shall send to the Secretary-Treasurer (for a permanent file) and to the President (for presentation to the Board of Directors) by March 1 a list of the persons suggested for each of the positions.
4. It shall be the responsibility of the chair of the committee to write to those suggested for nomination in order to obtain their consent to serve if nominated and elected. The chair shall determine from the Secretary-Treasurer whether those suggested for nomination are current Members of the Association. The chair shall request from each a curriculum vitae including all service to the LHA and participation in LHA meetings. The chair shall circulate the curriculum vitae, information available from the participation list provided by the Secretary-Treasurer, and other supporting material to all members of the committee at least two weeks prior to the meeting of the Nominations Committee.
5. All persons nominated shall be current Members of the Association. The Secretary-Treasurer shall furnish the chair of the committee at the time of appointment with a list of current Members and their addresses; a final check of the nominees' membership status shall be made before presentation of nominees to the Board of Directors at its annual meeting.
6. The criteria for nominations shall include, not necessarily in the following order: (a) service to the LHA and attendance at annual meetings; (b) scholarly recognition; and (c) contributions to increasing interest in history among the general public. In selecting nominees for the Board of Directors, attention should be paid to the organizational or institutional affiliation, age, sex, and race of the person being nominated. Ideally, the LHA Board should be a cross-section of the membership of the Association. Out-of-state nominees should be questioned about their availability and willingness to attend the annual meeting and the fall meeting of the Board of Directors.
7. It shall be the duty of the chair of the Nominations Committee to notify the unsuccessful candidates immediately upon the decision of the committee. Those present at the annual meeting should be notified verbally and those not present should be notified by mail as soon as possible. As soon as the Nominations Committee has made its decisions, the chair shall convey the nominees names in writing to the Board of Directors of the Association.