General Description

- Committee is a standing committee of the ECBT
- Number of members is 3. Committee consists of the 3rd year EC & BT, and the Chair of the Council's Nominating Committee. The chair is the 3rd yr BT

Principal Activities

The committee nominates the Secretary, Treasurer, Associate Treasurer, and Associate Secretaries for reappointment when appropriate. The nominations are submitted to the ECBT and then to the Council for approval.

1. **Associate Secretaries:** This Committee evaluates current Associate Secretaries and receive recommendations about these positions. It should consult the Secretary about these appointments. It should report on its recommendations for reappointments to the November ECBT for forwarding to the January Council meeting a full year before the term expires.

2. **Associate Treasurer:** When considering the Associate Treasurer position, the Committee is augmented by the Treasurer. This augmented Committee evaluates the current Associate Treasurer and receives recommendations about this position. It should report on its recommendations for reappointment to the November ECBT for forwarding to the January Council meeting a full year when the term of office expires.

3. **Secretary:** When considering the Secretary, this Committee is augmented by the Treasurer. This augmented Committee evaluates the current Secretary and receives recommendations about this position. It should consult the President. It should report on its recommendation for reappointment to the November ECBT for forwarding to the January Council meeting a full year before the term of office expires.

4. **Treasurer:** When considering the Treasurer, this Committee is augmented by the Secretary. This augmented Committee evaluates the current Treasurer and receives recommendations about this position. It should consult the Associate Treasurer. It should report on its recommendations for reappointment to the November ECBT for forwarding to the January Council meeting a full year before the term of office expires.

When a replacement is needed, the ECBT forms a search committee, whose members are appointed by the President, that reports directly to the ECBT. Insofar as possible, just as with recommendations about reappointments, all such search committees make recommendations concerning any replacement to the November ECBT for forwarding to the January Council meeting, a full year before the term of office expires.

The September 1992 Council requested that the ECBT Nominating Committee provide the Council with a review of the performance of the individuals it recommends for reappointment.
The Nominating Committee of the ECBT should produce a written record of its proceedings. These should contain:

a) communications between the Committee and the candidates;

b) a summary report of its recommendations.

This should be a sealed record deposited with the Secretary and made available to the next Nominating Committee of the ECBT. Each Committee passes on to the next whatever it feels relevant to future deliberations.

When considering reports on officers and making further recommendations to the Council, the EC and BT will consist of one Committee and voting will be by majority (i.e., the EC and BT will together form the nominating committee for these positions.)

Other Activities

Miscellaneous Information
This committee has been designated at LEVEL B. An explanation of travel expense reimbursement of volunteers for this committee is available here: http://www.ams.org/about-us/governance/ecbt-meetings/level-b-voucher.pdf. Staff support provided by Secretary's Office and/or Executive Director’s Office.

Note to the Chair
Committee chairs should be informed, at the beginning of each fiscal period, the budget of their committees and cautioned to remain within the budget. Such items as travel reimbursement to, accommodations for, and meals for guests of any kind fall within these budgets.

Work done by committees on recurring problems may have value as precedent or work done may have historical interest. Because of this, the Council has requested that a central file system be maintained for the Society by the Secretary. Committees are reminded that a copy of every sheet of paper should be deposited (say once a year) in this central file. Confidential material should be noted, so that it can be handled in a confidential manner.

Authorization

| Council minutes of Aug 1991, item 6.1 | Council minutes of Jan 2003, item 4.9.1 |
| Council minutes of Sept 1992, item 3.5.1 | Council minutes of April 2003, item 3.2 |
| Council minutes of Jan 1996, item 3.3.8 | ECBT minutes of May 2004, item 2.8 |
| ECBT minutes of May 2002, item 2.17 | ECBT minutes of May 2020, item 2E.16 |

Past Committee Members
A list of current and past members of the committee is available here:
www.ams.org/ncecbt-past.html