

NOMINATING COMMITTEE CHARTER

I. PURPOSE

The Nominating Committee is established by the APPA Board of Directors to manage the nomination and election process for leadership positions on the APPA Board of Directors. The committee ensures a transparent, fair, and rigorous process that identifies qualified candidates who will advance the Association's mission and strategic direction.

II. AUTHORITY

This charter is established under the authority granted in the APPA Bylaws. The Nominating Committee operates as an ad hoc committee, formed annually to complete a specific election cycle and dissolved upon completion of its work.

III. COMMITTEE COMPOSITION

Leadership

- **Chair:** Board Chair-Elect (automatic appointment)
- **Vice-Chair:** Board Treasurer-Elect (automatic appointment)

Members

- **Regional Representatives:** Each of the six APPA regions may select one representative to serve on the committee
- **Committee Size:** Minimum of four (4) members, maximum of eight (8) members

Appointment Process

1. The Board of Directors issues a call to the six regions for committee representatives
2. Each region may nominate one individual to serve
3. If fewer than four total members (including Chair and Vice-Chair), the Committee Chair may appoint additional Board members to reach the minimum

Term

Committee members serve for one election cycle, from formation through announcement of election results.

IV. POSITIONS MANAGED BY NOMINATING COMMITTEE

The Nominating Committee manages the nomination and election process for the following Board positions:

1. **Chair-Elect** (elected by Institutional and Business Partner Members)
2. **Treasurer-Elect** (elected by Institutional and Business Partner Members)
3. **Regional Directors** (six positions, one per region, elected by Institutional Member representatives within each region)
4. **Business Partner Director** (elected by Business Partner Members)

Note: At-Large Directors are appointed directly by the Board without Nominating Committee involvement.

V. ELECTION TIMELINE

Note: The following timeline is a sample framework. The actual timeline for each election cycle will be established by the Nominating Committee in consultation with the Board Chair and APPA staff, and must allow sufficient time to complete the election process prior to the Annual Meeting.

Committee Formation

October/November (Year Prior to Election)

- Board establishes Nominating Committee
- Regional representatives selected
- Committee Chair confirms composition meets minimum requirements
- First committee meeting held to review charter, timeline, and responsibilities

Position Statement Development

November

- Committee develops or updates position statements for each open position
- Position statements include:
 - Role description and responsibilities
 - Time commitment expectations
 - Desired qualifications, skills, and experience
 - Term length and eligibility requirements
 - Strategic priorities for incoming Board members
- Position statements reviewed and approved by full Board
- Statements posted publicly

Nomination Period

November through December

- Call for applications issued to membership
- Application materials made available on APPA website and communicated through:
 - Email to all members
 - Regional communications

- Social media channels
- APPA publications
- Application deadline clearly communicated (typically mid-to-late December)
- Self-nominations and nominations by others accepted
- All candidates must confirm interest and submit required materials

Application Review and Interview Period

January through Early February

- Committee reviews all applications against position criteria
- Committee conducts confidential reference checks (if appropriate)
- Committee schedules and conducts interviews with qualified candidates
 - Interviews may be conducted virtually or in-person
 - Standardized interview questions used for each position
 - All committee members participate in interview process when possible
- Committee evaluates candidates based on:
 - Alignment with position requirements
 - Board needs and strategic direction
 - Diversity of perspectives and experiences
 - Commitment to APPA mission and values
 - Capacity to serve effectively
- For regional director nominees, the nominating committee will engage with the respective regional board to interview the candidates that will be considered for the slate. The regional board will provide feedback to the nominating committee for each candidate's viability.

Slate Development

Mid-February

- Committee selects two to four (2-4) candidates for each position
- If fewer than two qualified candidates, committee may:
 - Extend nomination period with Board approval
 - May present a slate with only one viable candidate
 - Continue targeted recruitment
 - Recommend postponement of election to Board
- Committee prepares candidate profiles for membership review
- Candidates notified of selection for ballot
- Candidates not selected for ballot notified with appreciation for their interest

Voting Period

Last Two Weeks of February

- APPA staff manages election logistics (ballot creation, distribution, collection)
- Voting conducted electronically
- Candidate profiles made available to voting members
- Candidates may be invited to participate in candidate forums or Q&A sessions

- Voting opens and closes on specified dates
- Committee Chair and APPA CEO monitor voting process

Results and Announcement

March

- Election results tabulated by APPA staff
- Committee Chair and Board Chair notified of results
- Candidates notified privately before public announcement
- Election results announced to membership via:
 - Email announcement
 - Website posting
 - APPA publications
- Unsuccessful candidates thanked for participation
- Announcement includes effective date of service (June/July)

Transition

April through June

- Elected Board members participate in Board orientation
- Outgoing and incoming Board members coordinate transition
- Committee completes final report to Board
- Committee formally dissolved

VI. DUTIES AND RESPONSIBILITIES

Committee Responsibilities

1. **Develop Position Statements**
Create or update position descriptions for each open Board seat, align position requirements with APPA strategic priorities, identify skills, experiences, and perspectives needed on Board, and submit position statements to Board for approval.
2. **Issue Calls for Nominations**
Develop compelling recruitment communications, ensure broad outreach across membership, proactively recruit qualified candidates, and answer questions from potential applicants.
3. **Vet Nominees**
Review applications thoroughly and objectively, conduct interviews with qualified candidates, perform reference checks when appropriate, assess candidates against established criteria, and consider Board composition, diversity, and strategic needs.
4. **Present Slate of Candidates**

Select 2-4 qualified candidates for each position, prepare candidate profiles for membership review, present slate to Board for informational purposes, and facilitate candidate engagement with membership during voting period.

5. Support Election Process

Coordinate with APPA staff on election logistics, ensure transparent and fair election process, address any questions or concerns during voting period, and monitor voting process for integrity.

6. Committee Self-Evaluation

Complete self-evaluation at end of election cycle to assess effectiveness and identify improvements for future committees.

VII. MEETING REQUIREMENTS

Frequency

The Nominating Committee shall meet as frequently as necessary to fulfill its duties, with a minimum of:

- One organizational meeting upon formation (October/November)
- Monthly meetings during active nomination and review phases (November-February)
- Additional meetings as needed during interview and slate development periods

Meeting Format

Meetings may be conducted in person, by videoconference, by teleconference, or through other electronic means that permit real-time communication among all participants.

Quorum

A majority of committee members shall constitute a quorum for the transaction of business.

Decision-Making

- Decisions regarding slate composition of candidates require a majority vote of committee members present
- The Committee Chair may make procedural decisions between meetings, subject to committee ratification
- All substantive decisions should be documented in meeting minutes

Minutes and Records

The committee shall maintain:

- Minutes of all committee meetings
- Documentation of candidate evaluation processes
- Records of all decisions and votes

- Correspondence with candidates and stakeholders

All records shall be submitted to APPA staff upon committee dissolution for retention in accordance with the Association's document retention policy.

VIII. CANDIDATE EVALUATION CRITERIA

Eligibility Requirements

All candidates must meet the eligibility requirements specified in Article III of the APPA Bylaws for the specific position sought.

Selection Criteria

The Nominating Committee shall evaluate candidates using the following criteria:

- 1. Leadership and Experience**
Demonstrated leadership in facilities management or higher education, track record of strategic thinking and decision-making, experience with governance, policy development, or organizational management, and understanding of APPA's mission, vision, and strategic priorities.
- 2. APPA Involvement and Commitment**
Active participation in APPA activities (conferences, committees, etc.), regional or Chapter leadership experience, contribution to APPA's professional community, and understanding of APPA's organizational structure and operations.
- 3. Skills and Competencies**
Relevant professional expertise, financial acumen (especially for Treasurer-Elect), communication and collaboration skills, and ability to think strategically and act in best interests of entire Association.
- 4. Diversity and Representation**
Geographic diversity, institutional diversity (size, type, public/private, etc.), professional diversity (career stages, specializations, backgrounds), and diversity of perspectives and experiences.
- 5. Availability and Commitment**
Ability to attend Board meetings (typically 4-6 per year), willingness to serve on committees, capacity to prepare for and actively participate in Board deliberations, and support from employer for time commitment required.

Slate Composition

When developing the slate, the committee shall:

- Present two to four qualified candidates for each position. If less than two viable candidates exists, the nominating committee may present a slate with only one viable candidate.
- Ensure all candidates on the slate are well-qualified and capable of serving effectively
- Provide balanced representation when feasible
- Include candidates with diverse perspectives and approaches to leadership
- Avoid presenting 'token' candidates; all slate members should be genuinely viable for the position

Conflicts of Interest

Committee members must:

- Disclose any personal or professional relationships with candidates
- Recuse themselves from evaluation and voting on candidates where conflicts exist
- Maintain confidentiality of all candidate information and committee deliberations

IX. REPORTING REQUIREMENTS

Reports to the Board of Directors

The Nominating Committee shall provide the following reports to the Board:

- **Initial Report** (November/December): Committee membership and organizational structure, proposed timeline for election cycle, position statements for Board approval, and communication and outreach strategy.
- **Mid-Cycle Report** (January): Status update on nomination period response, number and diversity of applicants received, interview schedule and process, and any challenges or concerns identified.
- **Slate Presentation** (Mid-February): Final slate of candidates for each position, candidate profiles and qualifications summary, rationale for slate composition, and recommendation for Board approval to proceed with election.
- **Final Report** (April-June): Election results summary, participation and engagement metrics, process evaluation and lessons learned, recommendations for future election cycles, and documentation of committee activities and decisions.

Transparency and Communication

- Committee meeting minutes (excluding confidential candidate discussions) shall be available to the Board upon request
- General process updates may be shared with membership to maintain transparency
- Individual candidate information and committee deliberations remain confidential
- Election results and successful candidate information become public upon announcement

Documentation and Archival

Upon dissolution, the committee shall submit to APPA staff:

- All meeting minutes and documentation
- Candidate applications and evaluation materials
- Correspondence and communications
- Process documentation and tools used
- Recommendations for future committees

All materials shall be retained in accordance with APPA's document retention policy.

X. AMENDMENTS

This charter may be amended by:

- Recommendation of the Committee Chair, OR
- Action of the APPA Board of Directors

All amendments must be approved by the APPA Board of Directors.

The charter shall be reviewed annually and updated as needed to reflect best practices and lessons learned.

APPENDICES

Appendix A: Timeline at a Glance

Month	Activity
October/November	Committee formation, first meeting
November	Position statements developed and approved
November-December	Nomination period, applications collected
January-Early February	Application review, interviews, reference checks
Mid-February	Slate finalized (2-4 candidates per position)
Last 2 weeks of February	Voting period
March	Results announced
April-June	Transition, final report, committee dissolution

Appendix B: Required Forms

(To be developed)

- Application Form Template
- Interview Evaluation Form
- Conflict of Interest Disclosure Form
- Candidate Profile Template
- Committee Self-Evaluation Form

Appendix C: Sample Communications

(To be developed)

- Call for Nominations
- Application Confirmation
- Interview Invitation
- Slate Notification (Selected)
- Appreciation Letter (Not Selected)
- Election Results Announcement

This Charter was adopted by the APPA Board of Directors on February 2, 2026.

END OF CHARTER