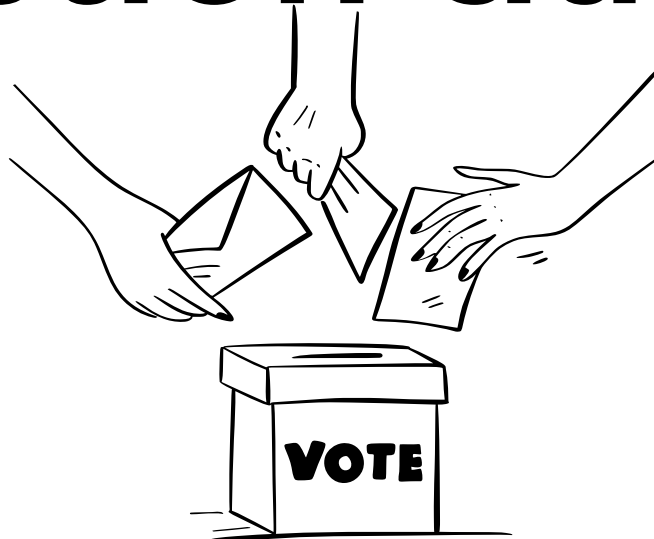




FOUNDER REGION Nominating & Election Guide



Amended August, 2026

Founder Region
Soroptimist International of the Americas
Nominating Committee Election Guide

2027 Region Conference — Odd-Year Election of the Nominating Committee

Nominating Committee

Description:

The nominating committee shall be composed of the chair, appointed by the governor, and one regular member from each district to be elected at the region conference in the second year of the biennium. The nominating committee members should be knowledgeable of the duties of the various region positions for which they are seeking nominees and be able to convey an overview of these duties to clubs if requested. Clubs are to submit their nominations no later than December 1 of each year according to provisions set forth in the Region Bylaws and Procedures.

In 2027, an odd-numbered year, conference delegates elect the Nominating Committee itself — one member from each of the five districts. This is a Nominating Committee election only. Region Board officers (Governor-elect, Secretary, Treasurer, District Directors) and Fellowship Board officers are elected in the even-numbered year and are not part of this conference's ballot.

From the Bylaws/Procedures:

ARTICLE V

Nominations

Section 5.1 Nominations.

- a. At the annual Region Conference in odd-numbered years, conference delegates shall elect a Nominating Committee consisting of one member from each district to serve for two consecutive years. The Governor shall appoint the chair.
- b. No member shall be eligible to serve for more than two (2) consecutive terms.
- c. The Nominating Committee shall develop a slate of officers for consideration according to the procedures established by the Region Board.
- d. A vacancy on the Nominating Committee shall be filled by the Region Board from the district where the vacancy occurred.

From Founder Region Procedures

- M. Committees**
1. All committee chairpersons shall serve for no more than two (2) consecutive biennia or until their successors are appointed.
 2. In the event of a vacancy the governor shall appoint a new chairperson or member of a committee, except nominating committee members.
 3. If a region committee chairperson or a member of a region committee must take a leave of absence for more than ninety (90) days from their club, they shall resign from said committee. The member must notify the governor within ten (10) days of the club's approval of said leave.
 4. The governor and governor-elect shall be ex-officio members of all committees, except the nominating committee.

1. Nominations & Elections

Procedures for Nominating Committee Elections

5. On or before October 1 of the year preceding the conference, the chairperson of the nominating committee shall invite clubs to suggest names of regular members for consideration by the nominating committee. Clubs shall reply by December 1.
6. A transmittal letter explaining the eligibility requirements for the offices to be filled shall be sent to the candidate(s) by December 15. The committee shall determine if the candidate(s) will allow their name to stand and obtain a resume of qualifications and Soroptimist experience. The committee may contact other Soroptimists as to their willingness to serve, and obtain the above information from them.
7. Members replying in the affirmative must submit a resume of qualifications as requested by the committee, by mail for which there is proof of delivery to be received by January 15, and their signature shall attest to understanding the duties of the office.
8. The committee shall review the candidates that were submitted, selecting one or more qualified nominees, for each office. By February 1, the chairperson shall submit to the region secretary the official list of nominations, complete with resumes, to be included in the call to conference.
9. Only if no candidate meeting the eligibility requirements will accept nomination may another member be selected as a nominee for the office.
10. Nominations may be made from the floor not later than one hour before the time set for opening the polls, provided the consent of the nominee has been obtained, the qualifications set forth in these procedures are met, and a resume is provided to the voting body before the polling begins. Resume forms shall be obtained from the nominating committee.

Procedures APPENDIX G

FOUNDER REGION ELECTION PROCEDURES

PERSONNEL:

The governor appoints the Elections Chairperson, committee and one teller from each district. All tellers should remain in a specified area or room until the elections results are announced to the conference body. Confidentiality of voting procedures and results must be maintained by all members of the Election Committee.

ROOM ARRANGEMENTS:

The election room should have an entrance and an exit door. Tables at which delegates may register should be arranged across the front of the room close to the entrance door. Other tables should be placed behind the registration area for voting. Ballot boxes (boxes with lids with a slot for ballots) are to be placed near the exit door. Additional supplies as needed to amend the ballots, such as, computer, printer, pens, pencils, hole punch and stapler.

BALLOTS:

Ballots shall have candidates' names listed in alphabetical order for each position being elected. There must be one line to provide for write-ins for each office. The ballots are duplicated on paper of the color assigned to each district.

Voting shall be by ballot unless there is only one candidate for office; in such event voting shall be by voice vote.

A majority shall elect. If a majority is not received on the first ballot, a re-ballot shall occur between the two candidates receiving the most votes.

DELEGATE ROSTER:

The roster of delegates shall be prepared upon close of registration on Friday. Make several copies of each district roster. The total number of eligible voters in each district is determined by the Credentials chairperson from those registered, in attendance and eligible to vote.

REGION BOARD MEMBER VOTING:

Region board members have the same rights as a club delegate and vote within their district. Their names appear at the top of each roster, with clubs following in alphabetical order. Region board members have voting rights for Region and Fellowship Bylaws Amendments.

FELLOWSHIP BOARD MEMBER VOTING:

Fellowship board members vote for Fellowship officers and the Fellowship director in their respective district. They vote within their district for these offices. Fellowship Board members have voting rights on Fellowship Bylaws Amendments only. Fellowship board members can choose to be their club delegate, as opposed to a Fellowship delegate, in which they would have full voting rights on Region and Fellowship matters.

VOTING PROCESS:

When polls open, two persons stand at the entrance door to verify name tags and credential cards, directing each person to their district registration area. Tellers serve to register each delegate on the roster of credentialed delegates for their district, punch the voting card, hand out a ballot and direct them to the balloting area. One person directs the placement of ballots in the ballot boxes and gives directions to the exit door.

Ten minutes before the close of polls, the Elections chairperson checks the voting roster and sends a list of those who have not voted, by district, to the governor.

BALLOT COUNTING:

11. Blank ballots are ignored.
12. If a blank and a filled-out ballot are folded together the blank is ignored and the filled-out ballot counted for each candidate.
13. If two or more filled-out ballots are folded together, they are ignored and counted as one illegal ballot.
14. If more than one candidate is checked for a given office that particular section is counted as an illegal vote.
15. Unintelligible ballots are treated as illegal.
16. If a delegate leaves one or more choices blank on the ballot, any spaces filled in are to be counted.

When counting the ballots, assign two persons per district:

- One person counts and the other one tallies.
- Reverse roles and check the results.
- If there is a discrepancy, recount.
- All legal and illegal ballots are counted in the total vote to compute the majority needed to elect.

Additional Guidance for Nominating Committee

August/September — The Chair of the Nominating Committee shall contact the Committee members and set up a conference call to review the guidelines and calendar. The Governor should be included on the conference call to provide an overview and answer any questions.

On or before October 1 of the year preceding the Region Conference, the Chair shall email a letter to all Nominating Committee members, who will in turn email all club presidents within their District, requesting names of regular members for consideration by the Nominating Committee. Clubs shall reply to the Committee members with their proposed nominations by December 1.

District committee members will send all nominations to the chair for review. The chair will then send each committee member their list of candidates for follow-up with letters of consent, resume instructions and position description for the candidates.

By December 15th, the Committee members shall email letters to the proposed candidates explaining the eligibility requirements and position descriptions for the offices for which they have been nominated. A consent form shall also be sent. Candidates must reply to the Committee member by January 15th by email. They should include the signed consent form, a resume in MS Word format, and a color photo in JPEG or PDF format. All Committee members will share the files received with each other and the Chair.

The Committee shall review the materials sent by the candidates that were submitted by January 15 to ensure there is one or more qualified nominee for each office. If no candidate accepted the nomination then the Committee is to seek other candidates to fill the slate. The Chair will determine the approach for this, depending on which office needs candidates. Suggestions for candidates could be solicited from the Governor, the current District Director, and/or by contacting clubs and/or members for suggestions.

By February 1st a master copy of the official list of nominations must be given to the Governor and Region Secretary with the Region Secretary also receiving resumes and photos. The Region Secretary will include this information in the Call to Conference. Resumes and photos can be sent to the Region Secretary as they are received so that she can begin to compile the document for the Call to Conference.

All information regarding the nominations is confidential between the Nominating Committee, the Region Secretary the Governor and the Governor-elect. No information is to be shared as to who has been nominated. The information becomes public when the Call to Conference is published.

By April 1, send an email to all nominees to thank them for accepting the position and to remind them that if attending the Conference, they need to present a speech, no longer than two minutes. If they are not attending the Conference, they may prepare a video as their speech, which must be submitted to the Governor no later than April 15. They may also have someone read their speech on their behalf. Make sure the email includes this important information: IF ATTENDING THE CONFERENCE, PLEASE PLAN TO ATTEND THE INSTALLATION ON SATURDAY EVENING.

At the Region Conference

The Nomination Chair/Committee will determine how to make the candidates noticeable at the Region Conference, with approval from the Governor. Examples include candidates wearing buttons, corsages, blinking lights, etc.

The Chair/Committee member shall read the slate of nominees at the Region Conference meeting.

Committee members shall have consent and resume forms available at conference for those nominations coming from the floor. Nominations may be made from the floor not later than one hour before the time set for opening the polls, provided the consent of the nominee has been obtained, the qualifications set forth in the bylaws are

met, and a resume is provided to each member of the voting body before the polling begins. Voting body is determined by the position the candidate is running for — since this is a Nominating Committee election, only delegates from the respective district would need a resume for that district's seat.

The Chair is to verify eligibility of the candidate prior to being nominated from the floor. The Chair is to notify the Governor as soon as possible of additional candidates or withdrawals.

Only delegates may nominate candidates.

The delegate states her/his name, club, and "I nominate _____ for the position of Nominating Committee Representative, District ____." The Governor asks if consent has been given and adequate resumes prepared. The delegate responds in the affirmative and delivers the resumes to the pages to be distributed.

If a candidate chooses to withdraw her/his name from nominations, a formal letter of withdrawal from the nominee shall be given to the Nominating Chair and the Governor.

Letter to All Club Presidents — Call for Nominating Committee Nominations

Founder Region

Soroptimist International of the Americas

Date: September 2026

To: All Club Presidents

From: Barbara Lanier, Nominating Committee Chair

Act on this immediately.

Deadline: email on or before December 1, 2026

At our annual region conference in May 2027, delegates will elect one Nominating Committee Representative from each of our five districts to serve on the 2027–2029 Nominating Committee. Each representative will serve a two-year term beginning at the close of the May 2027 Region Conference.

In submitting the club's nominations, keep in mind the following suggestions:

- Please use the enclosed form.
- You may submit more than one name for consideration.
- The consent of the nominee is not required at the time of the nomination.
- Please keep in mind that the proposed candidate for Nominating Committee Representative must be a member of a club in the district they would represent.
- A Nominating Committee member may not serve more than two (2) consecutive terms (Bylaws Article V, Section 5.1b).

Please remember that the consent of the nominee is not necessary. Obtaining consent is the responsibility of the Nominating Committee. Please use the attached form and send it to your **CURRENT** District representative.

This letter should be read at a club meeting so that all members have the privilege of nominating candidates for the Nominating Committee.

Email nominations to:

District I - Bev Gomer | bevgomer3@gmail.com

District II — Karen Jameson | karenjameson0699@sbcglobal.net

District III — Madalienne Peters | madaliennepeters@gmail.com

District IV — Sue Finch | suefinch4620@gmail.com

District V - Carmela Rapadas | crapadas@gmail.com

DEADLINE DATE: Emailed or Postmarked by December 1, 2026

NOMINATION FORM
Founder Region Nominating Committee

Due on or before December 1, 2026

Soroptimist International of
submits the following names for consideration by the Founder Region Nominating
Committee as candidates for the Nominating Committee.

You may elect more than one member from your district.

DISTRICT NOMINATING COMMITTEE MEMBER

We nominate the following candidate(s)

1. Member name:	Member of SI/
Email address:	Phone number:
2. Member name:	Member of SI/
Email address:	Phone number:
3. Member name:	Member of SI/
Email address:	Phone number:
4. Member name:	Member of SI/
Email address:	Phone number:

Club Officer

Title :

SIGNED

Phone:

Email Address:

Sample District Meeting Script for Nominating Committee Representatives

Hello everyone,

I am _____ your District ____ Nominating Committee representative. This year we are requesting nominations for the Founder Region Nominating Committee for the 2027-2029 term. We will be electing one Nominating Committee Representative from each of the five districts at our Founder Region Conference in May 2027.

Presidents, you are receiving a **"letter to club presidents" along with the nominating form.** (you can raise your copy to show them). This was also sent to you via email. **(note: Host Club will pass out at check in)**

Please distribute this info to all your club members.

If you have someone to nominate, just fill out the form and send it back to me at the email at the top of the form.

Eligibility:

Term: Two (2) consecutive years, beginning at this conference. Members may serve no more than two consecutive terms.

Eligibility

Nominees must be:

- Regular members in good standing
- A member of a club within the district they will represent

Responsibilities Include

- Inviting and reviewing club suggestions for officer candidates
- Communicating with prospective candidates regarding eligibility and duties
- Collecting candidate information and confirming candidates' willingness to serve
- Verifying eligibility requirements are met
- Submitting the official slate of nominees to the Region Secretary by February 1

(Key points:)

- Deadline for nominations is: Dec. 1st
- You don't need the consent of the person being nominated — our committee contacts the nominee for their consent
- If you have Questions: talk to me after or send me an email (info at the top of the page)

Thank you for your consideration in nominating candidates for the Founder Region Nominating Committee for 2027–2029!

Letter to Candidate — Nominating Committee

FOUNDER REGION

SOROPTIMIST INTERNATIONAL OF THE AMERICAS, INC.

Date:

From: Founder Region Nominating Committee

Dear _____ ,

You have been nominated to serve on the Founder Region Nominating Committee for the 2027-2029 term as the District _____ Representative. The term commences at the close of the May 2027 Region Conference and will end at the close of the 2029 Region Conference. The Nominating Committee would like you to seriously consider this opportunity of leadership. It is recommended that you review the Founder Region Bylaws and Procedures, which can be found on the Founder Region website: [LINK](#)

Nominating Committee Description

Term: Two (2) consecutive years, beginning at this conference. Members may serve no more than two consecutive terms.

Eligibility

Nominees must be:

- Regular members in good standing
- A member of a club within the district they will represent

Responsibilities Include

- Inviting and reviewing club suggestions for officer candidates
- Communicating with prospective candidates regarding eligibility and duties
- Collecting candidate information and confirming candidates' willingness to serve
- Verifying eligibility requirements are met
- Submitting the official slate of nominees to the Region Secretary by February 1

Please complete and return the enclosed consent form and resume by the deadline of January 15 or as soon as possible by mail or email. If you are replying in the affirmative, please complete the attached resume form and include a color photograph of yourself for the "Call to Conference". This photo should be in JPEG or PDF format. We look forward to hearing from you and hope that you will consider this important nomination.

[Committee Member Name]

Founder Region Nominating Committee

FOUNDER REGION BUSINESS MEETING

Conference Protocol for Nominating Committee Chairman for Nominating Committee Nominations

To be read at Conference

Governor Jackie, the Nominating Committee submits the following nominations for the 2027-2029 Nominating Committee:

For Founder Region Nominating Committee Representative, District I

For Founder Region Nominating Committee Representative, District II

For Founder Region Nominating Committee Representative, District III

For Founder Region Nominating Committee Representative, District IV

For Founder Region Nominating Committee Representative, District V

ELECTIONS CHAIR INSTRUCTIONS FOR VOTING TO CONFERENCE BODY

Good morning, everyone. I have instructions for you regarding the voting procedures.

17. Voting will be conducted in the _____ room. As you exit this room, turn to your _____ (get directions from conf. coord.)
18. Please have your name badge visible and please have your credential cards ready.
19. After receiving and completing your ballot please fold your ballot and deposit in the correct box (marked with your district #.)
20. Vote for one candidate per office.
21. Please help us keep things moving. Avoid talking with others in the room and leave the room as soon as you finish voting.

Thank you.

Sample Ballots — Nominating Committee

FOUNDER REGION NOMINATING COMMITTEE

May 1, 2027 Election Ballot (sample)

VOTE FOR ONE CANDIDATE:

Nominating Committee Representative District I

- CANDIDATE NAME, Soroptimist International of XXXXX
- CANDIDATE NAME, Soroptimist International of XXXXX
- _____

FOUNDER REGION NOMINATING COMMITTEE

May 1, 2027 Election Ballot (sample, 2 per page)

VOTE FOR ONE CANDIDATE:

Nominating Committee Representative District II

- CANDIDATE NAME, Soroptimist International of XXXXX
- CANDIDATE NAME, Soroptimist International of XXXXX
- _____

FOUNDER REGION NOMINATING COMMITTEE

May 1, 2027 Election Ballot

VOTE FOR ONE CANDIDATE:

Nominating Committee Representative District III

- CANDIDATE NAME, Soroptimist International of XXXXX
- CANDIDATE NAME, Soroptimist International of XXXXX
- _____

FOUNDER REGION NOMINATING COMMITTEE

May 1, 2027 Election Ballot

VOTE FOR ONE CANDIDATE:

Nominating Committee Representative District IV

- CANDIDATE NAME, Soroptimist International of XXXXX
- CANDIDATE NAME, Soroptimist International of XXXXX
- _____

FOUNDER REGION NOMINATING COMMITTEE

May 1, 2027 Election Ballot

VOTE FOR ONE CANDIDATE:

Nominating Committee Representative District V

- CANDIDATE NAME, Soroptimist International of XXXXX
- CANDIDATE NAME, Soroptimist International of XXXXX
- _____

TELLER'S REPORT

Founder Region

District III (sample)

Governor Jackie, the elections committee submits the following report:

For Founder Region Nominating Committee District III

Eligible to vote _____

Number of Votes Cast _____

Illegal Votes _____

Necessary for Election _____

Candidate's Name Number of Votes Received

_____ Received _____

_____ Received _____

_____ Received _____

Signed: _____, Teller Date: _____

Signed: _____, Teller Date: _____ Leave

the report with the governor as she will repeat the report.

The teller's report is entered in full in the minutes, becoming part of the official records

ELECTION REPORT

NOMINATING COMMITTEE

Nominating Committee Representative, District I

Eligible to vote _____

Number of Votes Cast _____

Illegal Votes _____

Necessary for Election _____

Candidate (name) received _____

Candidate (name) received _____

Nominating Committee Representative, District II

Eligible to vote _____

Number of Votes Cast _____

Illegal Votes _____

Necessary for Election _____

Candidate (name) received _____

Candidate (name) received _____

Nominating Committee Representative, District III

Eligible to vote _____

Number of Votes Cast _____

Illegal Votes _____

Necessary for Election _____

Candidate (name) received _____

Candidate (name) received _____

Nominating Committee Representative, District IV

Eligible to vote _____

Number of Votes Cast _____

Illegal Votes _____

Necessary for Election _____

Candidate (name) received _____

Candidate (name) received _____

Nominating Committee Representative, District V

Eligible to vote _____

Number of Votes Cast _____

Illegal Votes _____

Necessary for Election _____

Candidate (name) received _____

Candidate (name) received _____

Signed: _____, Teller Date: _____

Signed: _____, Teller Date: _____ Wait

for the Governor to repeat the report and announce the results.

At the conclusion of the election, say:

Governor _____, may we have permission to destroy the ballots?

Appendix: Nominating Committee Nomination Announcement

NOMINATION ANNOUNCEMENT

Founder Region Nominating Committee

In accordance with **Article V of the Founder Region Bylaws**, Founder Region is seeking nominations for the **Nominating Committee**, to be elected by conference delegates at the 2027 Region Conference.

About the Position

The Nominating Committee is responsible for developing the slate of candidates for Founder Region officer elections (Governor-elect, Secretary, Treasurer, and District Directors), and the Founder Region Fellowship officer elections (President, Treasurer, and Directors). The committee consists of one member from each district, with the chair appointed by the Region Governor.

Term: Two (2) consecutive years, beginning at this conference. Members may serve no more than two consecutive terms.

Eligibility

Nominees must be:

- Regular members in good standing
- A member of a club within the district they will represent

Responsibilities Include

- Inviting and reviewing club suggestions for officer candidates
- Communicating with prospective candidates regarding eligibility and duties
- Collecting candidate information and confirming candidates' willingness to serve
- Verifying eligibility requirements are met
- Submitting the official slate of nominees to the Region Secretary by February 1

Election of committee members will take place by ballot (or voice vote if only one candidate per district) at the 2027 Region Conference. Each district shall elect its own representative.

Questions about this position may be directed to the current Nominating Committee Chair or the Region Governor.

FOUNDER REGION

Soroptimist International of the Americas

Candidate Information Form

Name: _____ Club: _____

Years of Soroptimist Membership: _____

SOROPTIMIST EXPERIENCE

Please list any offices or appointments you have held, committees served on, conferences/conventions attended, and/or any other Soroptimist-related experience that would be of interest to delegates.

International Level:

Federation Level:

Region Level:

Club Level:

OTHER BUSINESS, PROFESSIONAL AND CIVIC EXPERIENCE

Please include current or past experience that you believe supports your qualifications for the office you are seeking, and that would be of interest to delegates.

Signed: _____ Date: _____

Email Address: _____ Telephone: _____

All information must fit on this form. Please do not use bullet points. This is not a resume — under Other Business, Professional and Civic Experience, use only information that relates to the position you are seeking. It will be at the discretion of the Founder Region Secretary to edit for consistency and any typing errors. The Region Secretary will provide you a copy of the edited version for your review and approval prior to printing for the Call to Conference.

Please provide a color photograph in JPEG or PNG format.

FOUNDER REGION

Soroptimist International of the Americas
Nominations Consent Form

Deadline to respond: January 15, 2027

(Indicate one):

☐ **I do wish** to have my name presented to the Region Conference in May 2027, as a candidate for the Founder Region Nominating Committee

I am a member in good standing of SI/

District:

I have read the Founder Region Bylaws and Procedures and the Position Description that was sent to me, and I fully understand the duties and requirements of the position.

I understand this is a two-year commitment beginning July 1, 2027, and ending June 30, 2029.

I have attached my Candidate Information Form and a color photograph for use in the Call to Conference.
(Please send in JPEG or PNG format.)

☐ **I do not wish** to have my name presented to the Region Conference in May 2027, as a candidate for the Founder Region Nominating Committee.

Signed:

Date:

Email

Telephone: