

Sample E2—Confidential Potential Nominee Appraisal
Compilation Form

(Note: The potential nominee’s name is included only in the cover letter.)

ID # _____

- Please indicate how well and in what context you know the potential nominee. (List relevant comments from references; any recurring concern or comment should be listed.)

- What strengths would she bring to the organization as a member of the regional management team? (List strengths stated by references.)

- It is important that members of the regional management team possess the following attributes/characteristics. Please rate the potential nominee in each area as follows: 0=Unknown, 1=Poor, 2=Below Average, 3=Average, 4=Above Average, 5=Good. (Add the scores given by each reference for each category. Divide the total score for each category by the number of references received. Write the average score for each category.)

- | | |
|--------------------------|---------------------------|
| ___ Appearance | ___ Attitude |
| ___ Communication-Verbal | ___ Communication-Written |
| ___ Confidentiality | ___ Cooperation |
| ___ Copes under pressure | ___ Dependability |
| ___ Flexibility | ___ Integrity |
| ___ Intelligence | ___ Leadership |
| ___ Objectivity | ___ Patience |
| ___ Self-confidence | ___ Self-motivation |
| ___ Sense of humor | ___ Social Skills |
| ___ Timeliness | ___ Vision |
| ___ Vitality | |

- What is the one most important thing that you would like known about this potential member of the regional management team? (List relevant comments and recurring criticisms or compliments.)

- What is the one concern you have about this potential member of the regional management team? (List concerns noted by references.)

Sample F—Chapter Voting Instructions for Team and Chapter Coordinator Positions

The following procedures for balloting for the Team and Chapter Coordinators positions on the regional management team should be thoroughly reviewed prior to the time of balloting.

- The chapter president/team coordinator, upon receipt of balloting material from the chair of the nominating committee, schedules a meeting for the purpose of balloting.
- If a regular meeting of the chapter is not scheduled within the time frame needed to meet the deadline date for returning the ballot to the chair of the tellers committee, the chapter president/team coordinator calls a special meeting of the chapter for the purpose of balloting.
- Prior to the meeting, the chapter president/team coordinator arranges to have a ballot prepared for each member of the chapter. Nominee qualifications are provided to chapter members for review prior to this meeting.
- Immediately preceding the balloting, the chapter president/team coordinator reviews with the chapter the qualifications of each nominee.
- The president/team coordinator appoints a tellers committee for the purpose of counting the votes. The nominee receiving the highest number of votes for Team Coordinator is determined to be the selection of the chapter. The nominee receiving the highest number of votes for Chapter Coordinator is determined to be the selection of the chapter. (If balloting results in a tie, it must be resolved before the chapter's official ballot is cast.)
- The chapter secretary indicates the selection of the chapter for each position by marking an "X" opposite the names of the nominees on the official ballot, and seals the official ballot in the proper envelopes in the presence of the chapter members. Do not enclose any other items in either of the official envelopes.
- The chapter secretary mails the official ballot to the chair of the regional tellers committee within 24 hours after the chapter balloting has taken place. Ballots must be received on or before the deadline date set by the regional nominating committee chair.

Ballots are declared invalid if:

- The outer envelope is received after the deadline date.
- The official envelopes are not used in mailing the ballot.
- Selections are recorded on an instrument other than the official ballot form.
- More (or fewer) than one selection for each position is marked.
- Votes (write-ins) are cast for someone not on the official ballot.
- The chapter is not in good standing with the region, as defined in the *Regional Standing Rules*.