

Date: August 9, 2013

To: Michele Koontz, Administrative Officer

From: Shannon Monnat, Chairperson of the Nominations Committee

Re: Council of Division Chairs Report

This report highlights the activities and suggestions of the 2013 Nominations Committee. Nomination Committee members include Shannon Monnat (chair), Stephani Williams, Shirley Jackson, A. Antonio Gonzalez-Prendes, and Ebonie Cunningham.

2013 Activities

Nominations were obtained via annual membership forms and online nominations forms. Although there were numerous nominations for some positions (Board of Directors, Membership and Outreach Committee, Editorial and Publications Committee), nominations were sparse for other positions (President, Vice-President, Budget, Finance and Audit Committee). Board members and the Administrative Office attempted to help recruit candidates, but this did not have much impact on members choosing to nominate themselves.

The final list of potential nominees included the following numbers of members: President-Elect/President (6), Vice President-Elect/Vice President (5), Board of Directors (16), Board of Directors Student Representative (19), Committee on Committees (10), Editorial and Publications Committee (21), Budget, Finance and Audit Committee (5), Membership and Outreach Committee (18).

Only five nominees are not currently members, but the Nominations Committee ranked those individuals low in the rankings.

Procedure and Timing

Michele asked that I provide a description of the procedure used by the Nominations Committee for future Nominations Committee Chairperson reference. Here is the order of events:

1. The Chairperson of the Council of Special Problems Divisions serves as the Chairperson of the Nominations Committee and serves as the primary point of contact with the Board of Directors. The Nominations Committee for each year following the annual meeting is established at the current annual meeting. Accordingly, the Nominations Committee for 2013 was established during the last Board of Directors meeting in 2012.
2. An email blast to all SSSP members is sent immediately following the annual meeting to solicit nominations for the following year. SSSP members are also asked to indicate the positions in which they are interested on their annual membership forms, but that form does not serve as the nomination form that must

- be completed in order to be considered for nomination. Members must complete a separate online nomination form in order to be formally considered.
3. Nomination forms are typically left open until the second Friday in June. Therefore, the Chairperson of the Nominations Committee should obtain the spreadsheet of nominees (from the online form and the membership forms) from the Administrative Office in mid-May.
 4. The Chairperson of the Nominations Committee organizes the spreadsheet by position and includes a list of nominees and their biographical information. Remove names of people who were elected to a position that year.
 5. By the end of May, the Chairperson of the Nominations Committee will email all nominees to ask if they are still interested in serving. Emails can be obtained in the member directory on the SSSP website. Provide nominees with a deadline by which to respond. The chairperson should also organize the spreadsheet to determine which members have not yet completed the online nomination form (i.e. those who indicated interest on their membership forms, but who did not yet fill out the nominations form). Here is the wording I used in the nomination emails I sent to members who had expressed interest in serving:

Dear SSSP Member:

I am writing to you in my capacity as the Chairperson of the Nominations Committee for the Society for the Study of Social Problems (SSSP). On your 2012 and/or 2013 membership form, you indicated that you would be interested in running for a position on the **Editorial and Publications Committee of SSSP**. I am writing to find out if you are still interested in being nominated for that position. If you are still interested in being on the ballot for the 2014 election, I need you to take the following two steps:

- 1) Respond to this email confirming that you are still interested in running for this specific position.
- 2) Complete the online nomination form if you have not done so already: <http://www.sssp1.org/index.cfm/pageid/1082/>. Everyone who wants to run in the election MUST complete this form prior to June 15.

If you are no longer able to serve in this capacity, please reply to this email so that I can remove your name from the list. Please note that SSSP members may hold only one elected position. In the case that you won this election, and you currently hold an elected position, including that of special problems division chairperson, you would have to relinquish your other elected position.

I will present the final list of nominees to the Board of Directors at the 2013 SSSP Annual Meeting. The Board of Directors will make the final determination of who will appear on the ballot for the 2014 election. Please note that this email does not guarantee that you will be on the ballot for the 2014 election - only that your name will appear on a list presented to the Board of Directors. Please email me with any questions you may have.

Sincerely,

Shannon Monnat
Chairperson, Nominations Committee, SSSP
Chairperson, Council of Special Problems Divisions, SSSP

Remove the names of people who did not respond (after two reminders) and people who indicated that they are no longer interested.

6. For positions that do not have enough nominees (typically Vice President and Budget, Finance, and Audit Committee), the Chairperson of the Nominations Committee should solicit assistance from the Board of Directors and Nominations Committee to recruit additional nominees. Additional nominations must be submitted via the online system.
7. Once the Nominations submission deadline has passed, obtain the final spreadsheet of nominees from the Administrative Office. Organize all nominees by position, and include an indication of whether the nominee is a current member (this information can be obtained via the SSSP website member directory).
8. Send the spreadsheet of nominees to the Nominations Committee members and give the members two weeks to rank candidates for each position. Here is the email wording I used for my email to the Nominations Committee members:

Good morning everyone, I am writing to you in my capacity as the Chairperson of the Nominations Committee for SSSP. We will meet at the annual meeting to finalize a slate of potential candidates for the 2014 election to present to the Board of Directors. In order to use that time as efficiently as possible, I would like us to do some work before then in ranking nominees. There are two excel spreadsheets attached. One provides candidate biographies (based on what the nominees indicated on their nomination forms) for each office. The worksheets along the bottom contain the various elections to take place. The second excel file is where I would like you to rank nominees based upon their bios, your own personal knowledge of the person, or any research you care to do by searching for them online. The nominees are currently arranged in alphabetical order, so you can simply change the number next to each person's name to assign that person a ranking.

Note that some nominees are not current on their membership dues (I have indicated as such with an asterisk in the bio file). We will still rank these nominees, and if the board selects them to move forward, they will need to become current members.

I would like for you to rank the nominees for each position (lower numbers = higher rankings), and send me back the excel file with your rankings by Friday, [July 26](#).

Please email me if you have any questions.

Thank you, Shannon

9. The Nominations Committee Chair will take the rankings from each member of the Nominations Committee, average them and compile an overall ranking for each position.
10. For nominees who ranked highly on multiple positions, email the person to ask about their top choice, second choice, third choice, and so on. Include that information in the final spreadsheet.
11. Email the final spreadsheet to each Nominations Committee member prior to the annual meeting, and bring the spreadsheet to the annual meeting for discussion during the Nominations Committee meeting.
12. Once the Nominations Committee has met, complete the Nomination Ranking form that Michele will distribute to the Board of Directors for discussion and decision about which candidates will move forward.

Suggestions to Improve Efficiency

The nominations process is very time consuming, particularly for the chairperson of the Nominations Committee. I believe that much of this time could be reduced by making some minor tweaks to the online nomination form. My suggestions are as follows:

1. Include an email field on the online nomination form (and the nominations spreadsheet) so that the Chairperson of the Nominations Committee does not have to search for every email on the SSSP website. This would also help by providing emails of people who are not yet members because the emails of those people do not show up in the online membership directory.
2. Ask individuals to rank their choices for positions on the online nomination form so that the Chairperson of the Nominations Committee does not have to email (and await replies from) each individual candidate who indicated interest in multiple positions to rank their choices after-the-fact.
3. Change the nominations spreadsheet (excel file) so that nominations are split up by position rather than by person. There could be separate worksheets for each position. I had to recreate the spreadsheet in order to get it into a format to share with the nominations committee. The current form makes it impossible to copy/cut and paste rows because multiple rows are embedded within one row, so almost all information has to be retyped for individuals who indicated interest in multiple positions.
4. Include a character limit in the space that asks candidates for additional information. Some people try to copy and paste their entire CVs. This takes up a lot of space on the nominations spreadsheet and makes the sheets difficult to scroll through. A limit on the number of characters would force people to be succinct about their experience/skills.