

The Nominating Committee of the AAHM Responsibilities of the Chair

The Nominating Committee shall present a list of nominations to the Secretary for the elections to be held at any annual meeting not less than three months before such meeting, and the Secretary shall mail the list to all Members of the Association neither less than thirty nor more than fifty days before the annual meeting. Additional nominations may be made in writing to the Secretary by any five Members at any time previous to the voting. (Bylaws XI.2)

Responsibilities of the Chair include

- Convene the committee, typically by email.
- In accordance with the bylaws, the committee in even-numbered years will nominate the President (the previous vice-president), the Vice-President and four new members to the Council; and in odd-numbered years will nominate four new members to Council and the Secretary-Treasurer.
- The committee should bear in mind that so long as the Association is incorporated in the State of New York at least one member of the Council must be a legal resident of that state.
- After contacting potential nominees to confirm that they are members of the AAHM and willing to serve on Council, the committee shall present a list of these nominations to the Secretary-Treasurer electronically (aahm@kumc.edu) not less than three months before the date of the annual meeting.
- Write a brief report for the Council of the AAHM outlining the activities of the committee and send it electronically to the Secretary-Treasurer (aahm@kumc.edu) by March 15 for inclusion in the formal material delivered to the members of the Council prior to the annual meeting.
- The report should include at minimum the following elements
 - A list of committee's members
 - Any recommendations for action to Council, which should appear in the form of a suggested motion before Council.
 - Report on the deliberations of the committee is not necessary unless they are relevant to the recommendation
 - A list of unfinished or new business that the committee would like to communicate to subsequent committees