



Nominating Committee Procedures Applicable to Board of Director Positions

Adopted by the Board of Directors on September 18, 2015

Notes:

- *The Nominating Committee is appointed by the President per WAMA Bylaws Article III and Article V.*
- *The Nominating Committee conducts its affairs in accordance with the WAMA Bylaws. If a conflict exists between this document and the WAMA Bylaws, the WAMA Bylaws will take precedence.*

A. When an unscheduled vacancy occurs prior to the end of the term of office:

1. The Nominating Committee meets to identify the skill sets that will complement the current Board and to identify potential candidates in the airport management/aviation community and in the general membership. The position vacancy is posted on the WAMA Website and the membership is noticed via e-mail.
2. A designated member of the Nominating Committee meets with potential candidate(s) to assess their interest and skill sets regarding the vacant position.
3. The designated member of the Nominating Committee member provides the candidate(s) with the Role of a Board Member, Board Code of Ethics, and Conflict of Interest Policy documents as well as a description of the Standing Committees.
4. If willing to pursue the position, the candidate submits a Statement of Interest letter and a professional resume to the Nominating Committee.
5. The Chair of the Nominating Committee presents the candidate(s) to the Board of Directors. If the Board agrees, the candidate(s) are invited to the next Board of Directors meeting to introduce themselves and answer the Board's questions. The candidate(s) will leave the meeting prior to any Board deliberations.
6. The Board votes on the presented candidate(s).
7. Official participation by the approved candidate(s) will begin at the next subsequent Board of Directors Meeting.
8. The President and Executive Director conduct an incoming orientation and the President assigns the new Board Member to a specific committee(s).

B. Nomination for a position becoming vacant at the next election period:

1. The Nominating Committee meets to identify skill sets that will complement the current Board and to identify potential candidates in the airport management/aviation community and in the general membership. The planned vacancies are posted on the WAMA Website and the membership is noticed via e-mail.
2. The Nominating Committee will communicate the skill sets needed for the vacant Board position via the WAMA website, newsletter, e-mail, and word of mouth. Management members will be encouraged to consider running. Members may approach any Board Member to express their interest in a Board position.
3. The Nominating Committee will provide candidate(s) with the Role of a Board Member, Board Code of Ethics, and Conflict of Interest Policy documents as well as a description of the Standing Committees.
4. Candidate(s) will submit a Statement of Interest letter and a professional resume to the Nominating Committee.
5. The Nominating Committee proceeds per the procedures and requirements outlined in the WAMA Bylaws.