



Nomination and Elections Committee Report

November 13, 2018

1. Nomination and Elections Committee Members: Janet (Jan) Proctor (Chairperson) and Lorena Williams and Mary Woodard
2. Purpose. The purpose of the Nomination and Elections Committee is to develop and maintain a formal, rigorous and transparent process for the election of the *Council of Excellence (COE) Executive Committee Officers.*
3. Ms. Proctor attended the COE Executive Committee Meeting on October 9, 2018.
4. Completed Action Item(s): Ms. Proctor prepared a “Fact Sheet for the Council of Excellence” (Attachment 1). She provided a copy for approval by the LWSC staff. It was approved on November 8, 2018. Committee members can distribute the Fact Sheet and copies will be put on the Kiosk.
5. Action Items:
 - a. COE Member Satisfaction Survey. Ms. Proctor revamped the Executive Committee Annual Evaluation and drafted an annual COE Member Satisfaction Survey (Attachment 2). She asked the Committee members to review it and give her their comments at the next meeting. A copy was attached to the October 9th report. Ms. Proctor asked members to review and bring their comments to the November 13th meeting. As a reminder, a copy was e-mailed on October 27th.
 - b. Nomination and Elections Committee SOP. Ms. Proctor provided a copy with her October 9th report (Attachment 3). If no comments are received from Committee members by November 30th, it will be finalized by the December 11, 2018 meeting.

Respectfully Submitted,

Janet Proctor
Chair, Nomination and Elections Committee

Attachments: 3