



Nomination and Elections Committee Report

January 15, 2019

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. Meetings. Ms. Proctor attended all COE Executive Committee Meetings and Quarterly COE Member Meetings in 2018.
4. Accomplishments:
 - a. COE By-Laws. Discussed changes for Draft #10 with President Knox on December 29th. President Knox will send out to Committee members for review and discussion at the January 15, 2019 meeting.
 - b. COE Officer Application Form. Discussed recommended changes to the with President Knox. Sent revised COE Officer Form on December 29th to President Knox.
 - c. LWSC Member Evaluation Form. Provided a copy of the draft Evaluation Form which included two questions addressing the COE Executive committee. The Form was prepared by the LWSC Advisory Board. After some discussion the Form was unanimously approved. The drafted COE Member Satisfaction Survey will not be used.
5. Completed Action Items. The COE Officer Application Form.

Respectfully Submitted,

Janet Proctor
Chair, Nomination and Elections Committee