

# NOTES ON PROCEDURES FOR THE NOMINATION OF PRESIDENT

## Procedures

1. Consider eligible membership and list potential nominees - Long list classification.
2. Discuss long list and reduce members for further consideration - Short list approximately 10.
3. Check Legatees on short list against offices held within the last five years in following order.
  - a) Vice President
  - b) Chairman of a Board Committee
  - c) Member of the Board
  - d) Chairman of a J. L. C. Committee
4. Following discussion conduct ballot to determine order of preference for nomination.
5. List passed to President with notes on procedure for his guidance. In its consideration for the nomination of President the committee accepts the following principles.
  - a) Advancement of nomination by virtue of office is not automatic.
  - b) There is no carry forward of any nomination
  - c) Every nominee makes his own decision on acceptance or refusal of the nomination.
  - d) Experience at Board and/or J. L. C., level is not a pre-requisite of nominations

## Exclusions

The following may not be included in a list of nominees.

- a) Past Presidents
- b) Legatees excluded at own request.

## Advice to President - Elect on Appointments

- a) A Past President may not be appointed a Vice President
- b) The senior Vice President should not be re-appointed to that office except in an emergency
- c) No office bearer should hold the one office for a prolonged period of years
- d) Continuity of experience is essential and may be maintained by follow on procedures through one office to another
- e) A Past President may be appointed Chairman of any Committee
- f) Advice will be tendered on specific appointments for particular Legatees in order to provide them with a level of experience which would be advantageous if any one of them received the nomination for the office of President.
- g) Individual members of the Nominating Committee are available to the President on request, as an advisory committee of past Presidents with the most senior Past President as Chairman.

## Emergency Procedures

An incapacity or inability to carry out Presidential duties.

- a) Senior Vice President assumes responsibilities - protem
- b) Immediate Past President accepts duties attached to office of President only
- c) Meeting convened of Presidents nominating Committee to

ARISING FROM THE 1972 MEETING OF THE COMMITTEE

The Nominating Committee recognizes that its Members are known. Their meetings can come under observation and create both speculation and comment particularly if there is any protracted delay in announcing its nomination.

In maintaining the confidential nature of the nomination and the principle that the Legatee accepting the nomination virtually becomes President Elect and the only choice of the Nominating Committee it was agreed that the following procedures should apply :-

- (a) The initial meeting of Nominating Committee may be convened and observed as a formal procedure under the rules of the Club.
- (b) Any subsequent meetings of the Nominating Committee should be held at a time and place where they would not come under observation.
- (c) Any meeting of the Nominating Committee with its nominee should be held after the announcement of his nomination to members of the Club where it could come under observation and be recognised as a normal procedure.

PROCEDURE FOR PRESIDENT IN APPROACH TO NOMINEES FOR  
OFFICE OF PRESIDENT ELECT

1. As a member of the Nominating Committee it is your responsibility to approach the nominees in the order of preference as determined by the Committee.
2. The first named on the list is informed that he has been selected as President elect. The advice should be made in a manner which indicates his is the only nomination and if he is unable to accept it will be necessary for the Committee to meet and make another selection.
3. If the first named nominee does not accept the nomination, you should proceed with the second and if necessary the other nominees in their respective order.
4. Each nominee should be informed
  - (a) His nomination is confidential and known only to the members of the Committee and if he wishes to do so he is at liberty to discuss it with any of them.
  - (b) The confidential nature of the nomination is absolute and if refused it should not be referred to in any way now, or at any future time. A Legatee accepting the nomination virtually becomes President elect and the only choice of the selection Committee.
5. Members of the Committee should be informed of the name of the particular Legatee who has the nomination under consideration in order to meet any approach he may make to any one of them.
6. A nominee should be informed that a reasonable time (preferably a week) is available for consideration and in order to arrive at a decision he is permitted to discuss his nomination with his wife, and others whose consent to acceptance of the office is of paramount importance. (Employees, partners) Anyone involved in this way should be requested to respect the confidential nature of the nomination.
7. Ascertain if any nominee does not wish to receive consideration on a future occasion.
8. An acceptance of nomination
  - (a) Inform the nominee that his nomination must remain confidential until announced by the President at a weekly luncheon.
  - (b) Advise the members of the Nominating Committee immediately
  - (c) Advise members of the Board at its next meeting
  - (d) Advise members of the Club at the Tuesday luncheon following advice of the nomination to the Board.

- (e) Following the announcement to members of the Board
  - (i) Allow the nominee to read the book handed down by each President to his successor
  - (ii) Inform the nominee that the Nominating Committee can provide advice on the nomination and appointment of certain office bearers
  - (iii) Inform the nominee that Personnel Committee can provide advice and assistance on the appointment of other office bearers
  - (iv) Inform the nominee that it would be advisable to attend, gain the experience, and be informed on discussions, decisions and procedures of the next Federal Conference before assuming office.
  - (v) Arrange a meeting between the nominee and members of the Nominating Committee as early as possible
  - (vi) It is suggested that a letter in the form attached to this memorandum could be used to convey to the nominee the preliminary advice tendered by the Nominating Committee prior to the meeting with them

SUGGESTED FORM OF LETTER TO PRESIDENT - ELECT ON

ACCEPTANCE OF NOMINATION

Private & Confidential

*Dear Frank,*

You will be invited to a meeting of the members of the committee which submits your nomination as President - Elect to the members of the Club.

Prior to this meeting, a book containing details of experiences, responsibilities and comments by your predecessors in office, will be made available for your perusal. At a later date comments by the retiring President based on his experience in office will be added to the book.

Members of your nominating committee will be able to provide assistance with advice on anything you may wish to refer to them, but more particularly on the appointment of the majority of office bearers, which is your prerogative.

The enclosed list would include the names of Legatees whom you might take under consideration, and at the same time feel free to discuss the appointments of particular Legatees to specific office with your nominating committee. Principles to be taken into account in making appointments to office include the following:-

- a) A Past President may not be appointed a Vice President
- b) The Senior Vice President should not be re-appointed to that office except in an emergency
- c) No office bearer should hold the one office for a prolonged period of years
- d) Continuity of experience is essential and may be maintained by follow on procedures through one office to another
- e) A Past President may be appointed Chairman of any Committee
- f) Advice will be tendered on specific appointments for particular Legatees in order to provide them with a level of experience which would be advantageous if any one of them received the nomination for the office of President
- g) Individual members of the Nominating Committee are available to the President on request, as an advisory committee of past Presidents with the most senior as Chairman

Your nomination will be announced as soon as possible and in order to have the benefit of the experience you would find it an advantage to attend the next Federal Conference at

I can assure you of the loyalty and support of all your fellow Legatees during your year of office which will provide you with a rewarding and enjoyable experience in which few can share.

*Alan Sarge*

President

Suggested method of ballot by members of Nominating Committee for order of preference in nominations for President.

9	Cohen H. E.	1	10	9	8	7	6	5	46
8	Ellen J. H.	2	1	10	9	8	7	6	43
6	White T. W.	3	2	1	10	9	8	7	40
5	Gardiner M. C.	4	3	2	1	10	9	8	37
3	Potts P. E.	5	4	3	2	1	10	9	34
2	Peters C. H.	6	5	4	3	2	1	10	31
1	Serman E. R. F.	7	6	5	4	3	2	1	28
4	Savige S. G.	8	7	6	5	4	3	2	35
7	Smith C. B. W.	9	8	7	6	5	4	3	42
10	Hall J. R.	10	9	8	7	6	5	4	49

Legatees permanently excluded from nomination at own request:-

L'tee John Grimwade