STANDARD OPERATING PROCEDURES

NOMINATING COMMITTEE

The Nominating Committee may conduct its business by personal meeting *in toto*, by telephone *in toto*, or by mail, or by FAX or any other means of electronic communications; provided, however, that all decisions reached by telephone conference calls shall be confirmed in writing within 7-10 days to all members of the Nominating Committee (Article IV, Section 4, of the By-Laws.) Meeting with any member absent shall not be considered as official. Minutes shall be taken at all meetings and conference calls and be approved by majority vote of the committee.

All business and all communications with respect to the Nominating Committee work shall be privileged, private, and are to be kept confidential, with the single exception of those matters expressly designated within these procedures.

A. DUTIES OF THE CHAIRPERSON OF THE NOMINATING COMMITTEE

1. The Chairman shall contact each member of the Committee in writing and include Exhibit D requesting convenient dates for conference calls.

2. The Chairman shall contact in writing (Exhibit E and Exhibit C) the current Officers and Board members to inquire whether they will continue to serve or will serve again if their terms are expiring. All Board members will fill out a Petition for Service (Exhibit C) to be considered for nomination. The Chairperson may also obtain from the Recording Secretary a record of each person's attendance at Board meetings during his/her term of office and the number of years that each person has served on the Board.

3. The Chairman will inform the Committee that all communications received from members, including Board members, must be in writing to the Chair, not committee members, and will be shared with the committee by the Chair. Any communications received after the deadline of March 31st will not be considered. Individual Committee members are not to contact nominees, but if needed or requested by the Committee, the Chairman will contact individual nominees for clarification of information and will then share all information with the Committee.

4. After the Chairperson has received all the completed questionnaires from the current Board members, and all Petitions for Service and any other correspondence from the STCA Corresponding Secretary, the Chairperson will compile the following information into lists and send this information to each member of the Nominating Committee.

   a) The list of current Board Members, together with the replies of those whose terms are expiring, stating whether they are or are not available for re-nomination, and what position they are willing to fill, and their Petitions for Service (Exhibit C).
   b) The list of names and copies of the Petitions for Service (Exhibit C) and all letters of nomination and support.

5. Selection of the Slate will be determined by a vote in a scheduled conference call. Following the conclusion of the final conference call to determine the slate, the Chairperson shall telephone the nominees to inquire whether they are willing to serve in the positions for which they have been selected. The nominee has three (3) days to consider whether he or she will accept. If anyone is unwilling to serve, a telephone call should be placed to the alternate.

6. If neither the first nominee nor the alternate is willing to serve, a follow-up conference call must be arranged in ample time to secure another nominee and submit the final slate to the Recording Secretary no later than May 15th.

7. In the event that a member of the nominating committee should volunteer and/or become a candidate for any open position being considered, that individual will recuse themselves from the nominating committee. At that point an alternate member of the committee shall be moved up into a full committee member position for selection and voting purposes.

8. Thereafter, all nominees should be contacted in writing by certified mail with return receipt, or by email to a specific email address for that individual, asking the nominee to indicate his or her willingness to serve. Include a Standard Biographical Form and Contract of Acceptance (Exhibits H and I) for the nominee to complete with current information. A copy of the appropriate SOP will be included in the mailing. Remind the nominees that their biographical sketches are to be limited to 50 or fewer words, and that their deadline for submission of forms is one week after receipt. The biographical sketches should focus on contributions to the club, breed and dog community.

9. If any of the current Board members is not re-nominated, he/she should be telephoned promptly by the Chairperson, to be followed with a confirming letter. (Exhibit F)

10. The Chairperson will compile the Nominating Committee's Report, which will include the Report Form (Exhibit J) biographical sketches (Exhibit H) and Contracts of Acceptance (Exhibit I) and all correspondence, and send it to the Recording Secretary, no later than May 15th. Members of the Nominating Committee will also receive copies of the Report.

11. Once the entire slate is finalized with all Contracts of Acceptance received, the Chairman may reveal the slate to the current Board members as well as the new nominees.

12. Chairman shall notify in writing all candidates who were not elected and thank them for their willingness to serve the STCA. (Exhibit G)

13. The Chairman will submit an expense voucher and original receipts to the STCA Treasurer for reimbursement.

B. DUTIES OF THE MEMBERS OF THE NOMINATING COMMITTEE

1. Complete the questionnaire requesting convenient conference call dates (Exhibit D) and return them to the Chairperson.

2. Understand that all information received by the Committee must be in writing. No telephone contact should be made except for inquiries by the Chairperson to clarify information from a nominee.

3. Copy and distribute to the entire Committee any correspondence received from or regarding a nominee.

4. Review all materials received from the chairperson regarding the nominees.

5. Be available for conference call date(s), which will be scheduled at a time convenient for all Committee members. Each member of the Committee will participate in the call, and no absentees are permitted. Each member should discuss individually, in turn, his or her preference or objection for each name on the list.

6. Using Exhibit B as a guideline to determine eligibility of all candidates, the Committee shall select a nominee for each office and all other positions on the Board, together with an alternate or alternates for each. Note: Alternates should be selected even though the nominee has indicated willingness to serve.

7. The Committee should consider geographical representation of the membership on the Board to the extent that it is practicable to do so. As well as any particular skills needed to be effective in the role (i.e. excel, PowerPoint, web technology, etc.)

8. An Alternate is NOT a voting member of the Committee unless needed to fill a vacancy if one of the five assigned Committee members is unable to serve. However, both Alternates should be included with all correspondence and discussions. Alternates will be used in the order of their election.

9. All business and all communications with respect to the Nominating Committee work shall be privileged, private, and are to be kept confidential. Committee members may not discuss the slate with any potential nominee or other STCA member. Election to the Nominating Committee is a privilege conferred by the STCA Board, and any breech of confidentiality by a committee member violates that trust. Any action to the contrary will be cause for removal.

10. Due to the confidential nature of information to which the Nominating Committee is privy, no member of the Committee shall campaign on behalf of or against any candidate, or influence voters in any way with his/her title or position, to advance or to discredit any candidate or slate, in the event of an open membership election.

EXHIBITS AND ATTACHMENTS BELOW:

A. Timeline for Nominations and Election of Officers and Directors

B. Qualifications of Candidates for Officers and Directors

C Petition for Service as an Officer or Director

D. Welcome letter to Committee Members from Chairperson with request for potential conference call dates

E. Form for Board Members requesting status.

F. Letter to seated Board member who has not been re-nominated

G. Letter of thanks to candidate who was not nominated

H. Standard Biographical Data Form

I. Contract of Acceptance

J. STCA Board of Directors Code of Conduct to STCA Recording Secretary with full Committee Report

K. Letter to Membership to announce slate of nominees

Exhibit A

TIMELINE FOR NOMINATING COMMITTEE

1. Winter Board Meeting- Election and notification of the Committee by the STCA Board; announcement to membership of Committee members via publication on the STCA web site, social media, Newsletter and/or The *Bagpiper* if deadline is met.
   (By- Laws state Committee must be chosen by the Board no later than April 15)

2. 10 days before the Board Winter meeting is deadline for Petitions for Service from members sent to the STCA Corresponding Secretary to be considered for the next year by the Nominating Committee. After that date, Petitions for Service may be sent, but they will be considered for resignations, and all vacancies. They will be held to the deadline for the following year.

3 March 31 - Petitions for Service and agreements to serve from current Board members, all Committee recommendations, and all written and electronic communications from the membership regarding potential nominees.

4. May 15- Deadline for full Report of Nominating Committee from Committee Chairman to STCA Recording Secretary.

5. June 1- Nominated slate, full biographical data, and a verbatim Article IV, Section 4(B) of the By-Laws mailed by USPS to all STCA members by STCA Recording Secretary.

6. July 15- Deadline for additional nominees, if any, from members to STCA Recording Secretary.

7. August 1- If needed, Ballots mailed to members.

8. No less than one week prior to Annual Meeting- STCA Recording Secretary must receive ballot results from Accounting Firm by Overnight Delivery in a tamper proof envelope.

9. November 1- Petition for Service posted on STCA web site and mailed by STCA Treasurer to all STCA Members in Dues Packet.

Exhibit B

REQUIREMENTS OF CANDIDATES FOR STCA OFFICERS AND DIRECTORS

1. All candidates must be STCA members in good standing.
2. All candidates must be residents of the United States.

RECOMMENDED GUIDELINES FOR SELECTION OF CANDIDATES FOR OFFICERS AND DIRECTORS

1. Any currently or previously serving Officer or Director of the STCA is eligible for nomination, subject to the restrictions of 2) 3) and 4) below.
2. Candidates for President: Service on the STCA Board for at least 3 years and, unless extenuating circumstances preclude meeting this requirement, service as Vice President for at least one year.
3. Candidates for Vice President: Service on the STCA Board for at least 3 years, experience as a Show Chairman, Show Secretary or STCA Officer is preferred.
4. It is suggested that no member serve on the Board longer than ten (10) consecutive years or sixteen (16) cumulative years.
5. Recommended qualifications for all other candidates:
   a. STCA membership for at least seven (7) years.
   b. Demonstrated ability to serve on the Board by fulfilling the requirements in at least two of the following areas:
      i. Service on a regional club board.
      ii. Service as chairman of an STCA committee.
      iii. Active participation in AKC conformation, performance and/or companion events.
      iv. Responsible breeding of Scottish Terriers by complying with all aspects of the STCA Code of Ethics.
      v. Service as Show Chair or Secretary of a regional club, an AKC all-breed club, an AKC companion or performance club, or service on a show committee.

   c. The Nominating Committee may also consider a candidate's non-dog related record of voluntary service or job-related experience as an officer on any board, or chairmanship of a standing committee, as well as experience in an executive, managerial or supervisory capacity. The Nominating Committee should evaluate whether any particular skills may be needed (i.e. finance, technology, marketing, etc.) in their deliberations and recommendations.

6. In selecting nominees for office, the Nominating Committee will consider the need for continuity and experience in the Board membership and balance these qualities with the change and diversity introduced by new members.

Exhibit C

To be posted on STCA Web site and included in Dues Packet

PETITION FOR SERVICE AS AN OFFICER OR DIRECTOR
of
SCOTTISH TERRIER CLUB OF AMERICA

To the members of the STCA: If you are interested in serving in any capacity as an Officer or Director, or if you wish to recommend another party, please complete this form and return it to the Corresponding Secretary no later than ____ (date 10 days before winter board meeting) for consideration.

REQUIREMENTS

1. Recommendations must be made with the signed approval of the applicant. If nominated, the applicant must sign a contract of acceptance stating if he/she misses two (2) meetings during any year of his/her term of office, he/she will resign his/her position unless the reason for absence from meetings is his/her own serious illness, the serious illness or death of a member of the immediate family, or an excused absence accepted by the Board, as well as signing the Code of Conduct for Board Members.

2. Applicants should also be aware that they will not be able to exhibit a dog on the day of a meeting.

3. The STCA Board conducts a great deal of day-to-day business by electronic means, and all applicants should be aware that using a computer is essential for participation on the Board.

4. The STCA Board meets 2-3 times annually, and some schedules could include a fourth meeting. Individual travel expenses can range up to $4,000 per year or more, depending on airfare and hotel accommodations.

Please return this completed form to the STCA Corresponding Secretary as soon as possible.
Information will be forwarded to the Nominating Committee.

Applicant's Name: ____

Home Address:____

Telephone No.:__________________________ Email____

Occupation/Avocation: ____

Reason(s) for wishing to serve: ____

Qualifications (Attach sheet if needed): ____

Date__________________ Signature: ____

Approved: ____ Date: _________________________

Telephone No.: ____

Mail to: Amy Pelle, STCA Corresponding Secretary, include address (change Sec info as needed)

Exhibit D

Letter to the Members of the Nominating Committee from the Chairperson.
RE Conference Call Dates

STCA Nominating Committee
(Name), Chairperson 20..
(Street Address)
(City, State, Zip Code)

(Date)

Name
Address
City, State, Zip Code

Dear…………………………

Many thanks for being willing to serve as a member of the Scottish Terrier Club of America Nominating Committee. Please fill out this questionnaire and return it to me no later than _____________.

Indicate a date and time, preferably a weekday evening, when you are available for conference calls.

Date………………………………………Time………………………

Date………………………………………Time………………………

Date………………………………………Time………………………

Date………………………………………Time………………………

Please indicate date(s) when you definitely are not available for conference calls:

Date(s)……………………………………………………………………..

Comments:

Name_________________________________ Date____________________

A self-addressed, stamped envelope is enclosed for your reply.

Thank you,

(Name)____________________ Chairperson

Exhibit E

This form is sent to the Current Officers and Directors

Name……………………………………. Position…………………………………

Is your term expiring at the end of the current year? Yes……… No………

Are you available and willing to serve in this position for the next year or term?

Yes……….. No………..

If you prefer to serve in another capacity, please indicate………………………………

……………………………………………………………………………………………………

Comments (attach sheet if needed)

If you know of an STCA member who would be interested in serving on the Board, please encourage this member to fill out a Petition for Service as soon as possible and send the completed form to the Corresponding Secretary no later than February 15, 2026.

Very truly yours,

Name,
Chairperson of the 2026 Nominating Committee

Exhibit F

This letter is sent to all Officers and Board Members whose terms are expiring and who have not been re-nominated.

STCA Nominating Committee
(Name), Chairperson 20..
(Street Address)
(City, State, Zip Code)

(Date)

Name
Address
City, State, Zip Code

Dear………………………………..

The Nominating Committee has selected a slate of candidates for Officers and Board Members for the year 20… election of the Scottish Terrier Club of America.

The members of the Nominating Committee and the members of the Scottish Terrier Club of America wish to express their thanks to you. Although you have not been re-nominated, your generous service to the Parent Club and your cooperation during the Nominating Committee's deliberations are much appreciated.

Sincerely,

Name,
Chairperson,
20… STCA Nominating Committee

Exhibit G

Letter to thank Candidate who was not nominated

STCA Nominating Committee
(Name), Chairperson 20..
(Street Address)
(City, State, Zip Code)

(Date)

Name
Address
City, State, Zip Code

Dear………………………………..

The Nominating Committee has selected a slate of candidates for Officers and Board Members for the year 20… election of the Scottish Terrier Club of America.

The members of the Nominating Committee and the members of the Scottish Terrier Club of America wish to express their thanks to you. Although you have not been nominated, your willingness to apply for service to the STCA and contribute your time and talents is greatly appreciated.

Sincerely,

Name,
Chairperson,
20… STCA Nominating Committee

Exhibit H

STANDARD BIOGRAPHY DATA FORM

NAME……………………………………………………………………………………………………….

HOME ADDRESS……………………………………………………………………………………………

NUMBER OF YEARS BREEDING AND/OR EXHIBITING SCOTTIES……………………………….

NUMBER OF YEARS AS A MEMBER OF THE STCA………………………………….……………

OFFICES PREVIOUSLY HELD IN THE STCA…………………………………………….……….

……

OTHER POSITIONS HELD IN THE STCA (i.e. Trophy Chairman, Advertising, etc)

……….…

OTHER BREEDS EXHIBITED AND/OR BRED…………………………………………….…….

MEMBERSHIP IN OTHER DOG CLUBS………………………………………………………......

OFFICES HELD (YEAR)……………………………………………………………………..………

AKC LICENSED JUDGE – Yes………. No………. BREEDS……………………………………….….....
………………………………………………………………………………………………………

OCCUPATION………………………………………………………………………………………..….

EDUCATION…………………………………………………………………………………………………

ANY OTHER INFORMATION YOU FEEL WILL ENHANCE YOUR ABILITY TO SERVE AS AN OFFICER OR DIRECTOR OR AKC DELEGATE (No more than 50 words; focus on contributions to the club, sport, breed and not personal win records.)

ANY OTHER INFORMATION YOU FEEL MAY RESTRICT YOUR ABILITY TO SERVE AS AN OFFICER, AKC DELEGATE OR DIRECTOR

SIGNATURE……………………………………………... DATE…………………………

Exhibit I

CONTRACT OF ACCEPTANCE

I agree that if nominated and elected to office in the SCOTTISH TERRIER CLUB OF AMERICA, I shall attend all meetings of Officers, Directors and Committees and shall diligently pursue the duties of my position as described in the SOP. I further agree that if I do not fulfill my duties as described in the SOP, or if I am unable to or do not attend any two (2) meetings of the Board during the year of my term of office, unless the reason for my absence from such meeting is due to serious illness, the serious illness or death of a member of my immediate family, or my absence is excused and accepted by the Board, I will forthwith tender my resignation as a member of the Board of Directors of the SCOTTISH TERRIER CLUB OF AMERICA, or be subject to removal, per STCA By-laws.

I understand that much of the day-to-day business of the Board is conducted by electronic means. Such means may include an online Board list and Email. I agree to actively and regularly participate in such business.

I understand that as a Board member, I am automatically a member of the Show Committee for National Specialties, and I will therefore serve in this capacity to the extent that I am able.

SIGNATURE……………………………………. DATE…………………………

Exhibit J

The Scottish Terrier Club of America
Board of Directors Code of Conduct

In all matters affecting the STCA, I will:

- Serve in my capacity as Director or Officer as required by position (By-Laws, Article III: Directors and Officers, Sections 1 & 2).
- Maintain confidentiality and not disclose or disseminate any information or Board business unless specifically authorized to do so and not until meeting minutes are published as Board minutes, nor will I speak on behalf of the Board unless authorized to do so.
    - I will, upon completion of my term, pass on all club documents and materials and other property of the Board to my successor within the month following the expiration of my term.
    - I am obligated to maintain confidentiality of all club business beyond my term of office.
    - Attend all and participate actively in requisite Board meetings and activities which include: Four meetings: Winter, Rotating Specialty, pre STCA Annual and After Dinner Meetings in October, plus all monthly Conference Call meetings.
    - Absences for any meeting must be excused by a vote of the Board. Excused absences are illness, death in the family or emergency. Absences due to extenuating circumstances will be considered on an individual basis.
    - Communicate regularly with other Board members via the electronic Board list.
    - Regular activities include being part of the Board Show Committee at National Sweepstakes/Montgomery, Montgomery Show, and at Rotating Specialty Shows where Board members are expected to be present and engaged in organization of the show's activities, including assigned duties.
    - Serve on committees of the Board when assigned and maintain regular contact with positions/committees assigned to me as Board Liaison.
- Conduct business ethically and with integrity.
- Contribute to a professional working environment.
- Respect fellow Board members, and foster trust between members of this Board, regardless of difference of opinion and remain open to respectful discussion.
- Make decisions fairly, impartially and promptly – listening to all points of view.
- Treat fellow Board Members and Club Members with respect, courtesy, honesty, and fairness.
- Not bully, discriminate against, or harass club colleagues and members of the club.
- Not misuse official club information for personal or commercial gain.
- Use club-funded resources diligently and with respect.
- Openly disclose any conflict of interest, recuse myself from any discussion that may benefit my family, friends or me and refrain from voting or attempting to influence issues in which I am conflicted.

Any Board member failing to uphold this Code of Conduct is subject to removal by a majority of the sitting Board present and voting.

____

Name (printed) Date

____

Name (signature) Board Position/Term

Exhibit K

This letter is to be sent to the Recording Secretary of the STCA no later than May 15th.

TO THE MEMBERS OF THE SCOTTISH TERRIER CLUB OF AMERICA

In accordance with the Constitution and By-Laws of the Scottish Terrier Club of America, the Nominating Committee, made up of Chairperson…………………….., (include all members) submit its slate of candidates for Officers and Members of the Board of Directors for (Date – 20)., as follows:

President:	Name and State
Vice President:	Name and State
Corresponding Secretary:	Name and State
Recording Secretary:	Name and State
Treasurer:	Name and State
AKC Delegate:	Name and State

Directors – Class of 20.. (not for re-election)

(year that completes service)

List Name and State of each

Directors – Class of 20..

(Year that completes service)

List Name and State of each

Article IV, Section 4(b). Additional nominations of eligible members may be made by written petition addressed to the Recording Secretary and received at his/her address on or before July 15th, signed by 25 (twenty-five) members and accompanied by the written acceptance of each additional nominee signifying his/her willingness to be a candidate. No person shall be a candidate for more than one position and the additional nominations which are provided for herein may be made only from among those members who have not accepted a nomination of the Nominating Committee.

Respectfully submitted,

Name,

Chairperson

Date: (20..) Nominating Committee