

**HAFCE NOMINATION FORM (for proposing candidates) (4/2020)**

I nominate \_\_\_\_\_ for the office of \_\_\_\_\_.

The candidate has \_\_\_\_\_ years in FCE club work. Offices held: (include dates)

Council \_\_\_\_\_

State \_\_\_\_\_

National \_\_\_\_\_

I have referred candidate to the HAFCE bylaws and Policies found in the HAFCE handbook before requesting permission to propose the candidate for office.

Signed by Council President \_\_\_\_\_ Council \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone number. \_\_\_\_\_ Email \_\_\_\_\_

---

---

Proposed Candidate:

- I will have completed all Council & Club responsibilities of current elected or appointed office by Jan. 1<sup>st</sup> following the election.
- I understand the commitment necessary to carry out the duties as outlined in the bylaws and handbook.
- I have given my consent in writing. \_\_\_\_\_ (please attach)
- Submit a brief paragraph stating your ability to carry out responsibilities in the area for which you have been nominated.
- You are requested to attend the HAFCE Annual Meeting at which the election is held.
- Do you have evidence of strong support of your Council? \_\_\_\_\_
- Do you have a working knowledge of the HAFCE organization? \_\_\_\_\_
- Do you have skills in using the computer and electronic communication? \_\_\_\_\_
- Do you respond promptly to correspondence/email? \_\_\_\_\_
- Do you have a basic knowledge of the office procedures, such as letter writing, typing, and filing?  
\_\_\_\_\_
- Are you familiar with Parliamentary Procedure and are willing to expand your knowledge? \_\_\_\_\_

This completed form with attachments, resume, letters of recommendations from the Council President and One other FCE Member must reach the Nominating committee at least three (3) months prior to Annual Meeting, giving the Nominating committee time to distribute to Councils two (2) months prior to the Annual Meeting.

Candidate's Signature \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone no. \_\_\_\_\_ Email \_\_\_\_\_

\*\*\*\*\*

Date received \_\_\_\_\_ by \_\_\_\_\_