



Nominating Committee Charter

The Atlantic County Municipal Joint Insurance Fund (ACM JIF) Executive Committee hereby constitutes and establishes a Nominating Committee:

Composition

The Nominating Committee will be comprised of the Chair of the Finance Committee; the Chair of the Claims Committee; the Chair of the Coverage Committee, the Chair of the EPL Committee, the Chair of the Safety Committee, and the Chair of the Strategic Planning Committee; the two most recent past Fund Chairs still serving as a Fund Commissioner, and two members at large chosen by the sitting Fund Chair. However, no representative shall be a current Executive Committee member. The Nominating Committee members will select the Nominating Committee Chair.

Authority and Responsibility

The Nominating Committee shall be charged with reviewing and nominating candidates for presentation in the event of a need to elect officers to the Executive Committee.

Nominating Committee Bylaws

The Nominating Committee of the ACM JIF was established by charter approved by motion of the Executive Committee on April 19, 1995. The committee's operational guidelines are attached hereto and may be amended by majority vote of the Executive Committee.

Meetings

The committee is to meet as many times per year as the Committee Chair deems necessary in accordance with the Committee's operational guidelines. All meetings shall be scheduled a minimum of 21 days ahead of the proposed meeting date to optimize attendance.

Attendance

Members of the committee shall be present at all meetings when possible. If, however, upon receipt of the meeting notice, an appointed representative is unable to attend the meeting, it shall be the responsibility of the representative to contact the Executive Director's office immediately, but no less than two weeks prior to meeting date, and advise them of their unavailability to attend the meeting.

If three or more representatives are unable to make the scheduled meeting, the Executive Director's office shall reschedule the meeting.

Minutes

Minutes of each meeting are to be prepared and approved by the Committee Chair and provided to the Executive Committee.

Specific Duties

The Nominating Committee is to:

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- (1) Compile and submit to general membership a slate of candidates to serve as Chair, Secretary, Executive Committee and Alternate Executive Committee members.
- (2) Conduct an election in accordance with any operational guidelines established by the membership.
- (3) Apprise the Executive Committee, through minutes and special presentations as necessary, of significant developments in the course of performing the above duties.
- (4) Report at least annually to the Executive Committee on the discharge of the above responsibilities.
- (5) Perform additional duties as assigned by the Executive Committee related to the above Charter and discharge of duties as assigned above.