Nominating Committee Charter
As approved by the SPIE Board of Directors 13 Nov 2020

Purpose
The primary purpose of the Nominating Committee is the identification of a slate of qualified candidates for consideration and potential election to the Board and Officer positions.

Goals and Deliverables
Responsibilities include, but are not necessarily limited to the following:

1. Proactively solicit potential candidates for the nomination process and present election candidates to the Board for approval; Eight (8) candidates for elected Directors, two (2) candidates for Vice President, and one to two (1-2) candidates for Secretary/Treasurer.

2. Attempt to ensure that the Board composition meets best practices for independence, diversity, experience, and that it reflects the global nature of SPIE.

3. Review nominations against the selection criteria established by this committee and develop a slate of nominees that represents those criteria for Board selection.

4. Vet candidates to ensure that they have the proper competencies, experience, and willingness to fulfill their duties and responsibilities as Board members.

5. Vote/rank proposed candidates to yield a working list from which the Chair can proceed to ask candidates their willingness to be presented to the Board for placement on the ballot.

6. The Nominating Committee will present a list of nominees to the Board for approval.

Membership
- The Nominating Committee membership is detailed in the Bylaws.
- The Immediate Past President shall be the Chair of the Nominating Committee.
- The committee shall consist of an additional Past President (if available), two (2) members of the Board, and three (3) members not currently officers or Board Members. The committee should always have an odd number of members to prevent a tie vote.
- The terms of committee members, including the Chair, shall be for one year, beginning 1 January and ending 31 December of the same year.
- Members of the Nominating Committee are not eligible to be nominated as candidates for Vice-President, Secretary/Treasurer or Director.
- Members of the Nominating Committee are approved by the Board (third Board meeting of year preceding term).

Logistics
The committee meets twice per year, whether in person or virtually. Meetings generally coincide with Photonics West in Q1 and Optics+Photonics in Q3. Additional meetings may be arranged as needed.

Authority
The Nominating Committee is a Standing Committee of the Board and shall report and make recommendations directly to the Board.

Quorum
Quorum is established for in-person and virtual meetings by a simple majority of committee members, inclusive of the Chair. Once a quorum is established, a majority of the votes cast is required for the passage of a motion made during in-person and virtual meetings (abstentions and recusals do not count for or against a motion). The Chair may choose or choose not to vote on any motion or may choose to only vote in order to break a tie.

Guiding Documents

SPIE bylaws shall take precedence over the Committee Charter.

Members of the committee agree to:

- Abide by the SPIE Code of Conduct, Anti-Harassment, Conflict of Interest and Confidentiality Policies.