**Kentucky SILC**

**Nominations**

# **POLICY**

The Kentucky Statewide Independent Living Council shall recruit appropriate members.

## PROCEDURES

1. There shall be a consistent application packet that includes:
	1. The Cover Letter from the Nominating Committee (attached);
	2. The Governor approved form (attached);
	3. The Resume of the applicant;
	4. The application questions to be completed by applicant (attached); and
	5. Received by January 30, to be considered by the Nominating Committee for the March nomination process.
2. Once application is received the SILC Coordinator shall review for completeness:
	1. Incomplete applications shall be returned to the applicant with an explanation;
	2. Complete applications shall be acknowledged by letter (attached) and kept on file.
	3. Prior to the presentation of any slate of new members, the SILC Coordinator shall call each applicant if their application is more than three (3) months old to verify interest and contact information.
3. The Nominating Committee shall meet to process applications and prepare a complete list of nominations to present at the Executive Committee meeting prior to and at the full March SILC Council meeting.
4. During the application process, each applicant shall receive a letter from the Nominating Committee, describing their most current application status (attached).
5. The Nominating Committee shall perform a formal annual drive for membership each September.

Adopted: Sept 2012