

**Border Terrier Club of America  
Policies and Procedures Manual**

**Guidelines for BTCA Nominating Committee and Nominees**

The Delegate to the AKC position is a 3-year term and a nomination should be given in the year of the board members in the same class.

The nominating committee should use the following criteria when considering possible candidates for the BTCA Board of Directors:

Potential candidates must be made aware of the expectations and should provide a short biography of 300 words or less.

In the case of individuals nominated by the membership per Article 4, Sec.4, Paragraph B of the Constitution and By-Laws, the nomination must include a signed statement that the nominee has read and understood the requirements and a biography of 300 words or less.

1. The candidate must be willing to attend the annual board meeting at the national specialty for the next 3 years.
2. The candidate must understand the workings of the club including a good knowledge of the Constitution and the Policies and Procedures Manual.
3. If the candidate breeds, he or she must have signed the BTCA Ethical Agreement.
4. The candidate will be expected to participate fully in Board discussions on a variety of subjects. He or she should be willing to state their point of view, be open to the input of their fellow Board members and the BTCA membership, and tactfully work to a solution in the face of viewpoints that may not completely agree with his or her own.
5. The candidate must have the time and energy to contribute to the club.
6. If the candidate has a special skill or knowledge that would benefit the club, this should be identified.
7. Ideally, a candidate should have a history of volunteering in BTCA or Regional Border Terrier Club activities.
8. The candidate must have an understanding of the history of the BTCA and of the breed in the United States.

The BTCA Board meets almost daily on an Internet group. Any person nominated will have to fully understand that they will need to check their email daily and be able to vote in a timely manner. Board members who know that they are going to be off-line for an extended period of time (e.g. more than a couple of days) are expected to advise the Board. This enables the Board to make a decision to move forward or delay in the event of an important issue arising - full participation of all Board members is a valuable asset in deciding issues and knowledge of Board members' availability facilitates this.

Board members must be willing to take on committee work, an officer's position, and/or a significant responsibility and be able to diplomatically field questions from the membership regarding any issues that may arise.