

Document #:	Standing Committees – C-9	Created:	6-9-2002
Title/Subject:	Nominating Committee	Revised:	6-3-2018
Purpose:	Define committee function, duties, organization	Reviewed/Unchanged:	
Operational Authority:	Board of Directors		

Policy

Function:

To nominate candidates for officers, directors, and nominating committee members. To present the slate to the congregation at the annual meeting of the congregation.

Duties:

1. Develop and organize a committee binder with descriptions, responsibilities, and duties of each committee position.
2. Print candidate information in *Venture*, and display poster and photos for congregation.
3. Gather biographical information of potential candidates.
4. Chair meets with Board, Minister, and Director of Religious Education to:
 - a) Determine what issues will be faced in the next one to three years
 - b) Determine what skills, backgrounds, and interests they would welcome in new Board members
 - c) Ask for recommended candidates for Nominating Committee
5. Through *Venture*, request from congregation suggestions for nominees for Nominating Committee consideration.

Organization:

1. The Chair is appointed by the Board from among the members of the church, for a term of two (2) years.
2. In the event of a vacancy, the Chair will be filled by the Committee and approved by the Board.
3. The Committee will be comprised of six (6) members, including the Chair.
4. Committee members are selected by the Nominating Committee to serve a two-year term, renewable once.
5. The Chair or a designee represents the committee at Program Council meetings.

Procedure

Meetings and Reports:

1. A list of committee members will be submitted to the Board and church office each September.

2. The committee will meet in September, January, and April, with additional meetings scheduled as needed.
1. Minutes of each meeting are prepared and distributed to committee members and the church office.
2. Regular reports on Committee activities are to be made to the Program Council.
3. An annual budget will be submitted to the Finance Committee in the month of January, unless otherwise directed by the Board of Directors.
4. An annual report will be submitted in May for the annual meeting in June.

Associated Documents

Bylaws Article VIII. Committees and Councils

Section 8.1.1 Nominating Committee (6-3-2018)

A Nominating Committee of six members will prepare a slate of nominations for elective offices to be voted on at the annual meeting of the congregation.

Members of the committee will be elected by members of the Church at the annual meeting. Terms of office will be two years with no more than two consecutive terms of office. Three members of the committee will be elected each year. In the event of a mid-term vacancy, a replacement will be elected at the annual meeting to complete the unexpired term.

The chair of the Nominating Committee will convene its first meeting by the end of September each year. In the absence of a designated chair, the President of the Board will convene the meeting, at which time the committee shall select its chair.

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