



Document #:	Standing Committees – C-9	Created:	6-9-2002
Title/Subject:	Nominating Committee	Revised:	02-21-24
Purpose:	Define committee function, duties, organization	Reviewed/Unchanged:	
Operational Authority:	Board of Directors sets policy, but the committee reports to the congregation		

Policy

Function:

To nominate candidates for Board and Nominating Committee members. To present the slate to the congregation at the annual meeting of the congregation.

Duties:

1. Develop and organize descriptions, responsibilities, and duties of the committee.
2. Chair and/or Committee members meet with Board, Minister, and Staff as appropriate to:
 - a) Determine what issues need to be addressed in the next one to three years
 - b) Determine what skills, backgrounds, and interests might be most needed in new Board members
 - c) Ask for recommended candidates for Nominating Committee
3. Collaborate with the church office to gather biographical information, photos of potential candidates for the Board and Nominating Committee and share that information with the congregation as appropriate.

Organization:

1. The Committee is composed of six (6) members, including the Chair.
2. Committee members are selected by the Nominating Committee and approved by the congregation at the annual meeting to serve a two-year term, renewable once.
3. The Chair is selected by the Nominating Committee from among the members of the committee and serves for a term of two (2) years.
4. Spouses, significant others and/or immediate family members of committee members cannot simultaneously serve on the Nominating Committee.



Procedure

Meetings and Reports:

1. A list of Nominating Committee members will be submitted to the Board and church office after the annual meeting.
2. The Nominating Committee is not required to report to or consult with the current board members during the process of identifying a slate of nominees for elective offices.
3. The committee will meet several times throughout the year as needed.
4. Minutes of each meeting will be prepared and distributed to committee members and the church office.
5. If needed, an annual budget will be submitted to the Minister, Board or Financial Stewardship Team.
6. An annual report will be submitted in May for the annual meeting in June.

Associated Documents

BYLAWS ARTICLE VIII NOMINATING COMMITTEE

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. Elective offices include the Board of Directors, Officers, and members of the Nominating Committee.

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.