

UUFSD Policy and Procedure Document
Policy ID: 405
Title: Nominating Committee Procedures
Approved by the Board of Directors June 25, 2020

Purpose

To delineate operating procedures for nominations and election of the Nominating Committee, members of the Board of Directors and Board Officers.

Policy

As per the UUFSD Bylaws, there shall be a Nominating Committee composed of three Voting Members, two of whom shall not be members of the Board

At its first meeting of the fiscal year, the Board of Directors shall appoint one member of the Board to serve as liaison to the Nominating Committee

The Nominating Committee shall nominate three Voting Members to serve on the Nominating Committee to 1 year terms.

The Nominating Committee shall nominate a slate of candidates equal to the total number of Directors to be elected at the June Congregational meeting, and to include candidates for President and Vice President. No elected member of the Nominating Committee shall be nominated to the Board of Directors by the committee.

There shall be an opportunity for nominations from the floor with the prior consent of the nominee.

The Nominating Committee may be called upon by the Board to nominate voting members to vacant positions on the Board of Directors.

Procedure

Slate of Candidates

The Nominating Committee shall advertise and solicit members to fill vacant positions. Members who wish to serve as Board members shall apply to the Nominating Committee.

Candidate vetting considerations will include leadership experience, skills, areas of interest, ability to work with others, availability and officer potential.

Input regarding possible candidates will be sought from Fellowship leadership, including, but not limited to, the Board of Directors, the Leadership Development Council, and the Minister.

The Board liaison shall be responsible for facilitating communications between the Nominating Committee and the Board of Directors. There will be a free exchange of information between the Nominating Committee and Board of Directors. Communications with candidates will be coordinated with the Nominating Committee.

The Board liaison shall attend Nominating Committee meetings as needed to fulfil these goals and meetings will be scheduled accordingly.

Officer succession planning is an important part of candidate selection. The Board will be included in the consideration of President and Vice President candidates and continuing board members will be prioritized for these positions.

The Nominating Committee will ensure that candidates agree to accept the nomination and are educated regarding the roles they wish to fill.

The final slate of candidates will be announced to the Board of Directors in time for their May meeting, and announced to the congregation in writing and during the Sunday Worship Service for each of two weeks prior to the June Congregational meeting.

Elections

The Nominating Committee shall conduct all elections for Nominating Committee and Board of Directors.

Nominations shall be closed only after an opportunity has been given to Voting Members at the Annual Meeting to make further nominations from the floor, each with the nominee's prior consent.