

**UUFSD Policy and Procedure Document****Policy ID: 405****Title: Nominating Committee**

Date Approved: January 12, 2025 by the Board of Directors

**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.

The Nominating Committee shall nominate three Voting Members to serve on the Nominating Committee to 2-year terms. The Nominating Committee will elect a Chairperson at its first meeting each year.

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 and the Minister. Those possible candidates will be considered by the Nominating Committee, as well as all other candidates who volunteer themselves or who may be recruited directly by the Nominating Committee.

The Nominating Committee Chairperson 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 handled directly by the Nominating Committee.

A member of the Nominating Committee shall attend board meetings as needed to fulfill these goals and meetings will be scheduled accordingly.

Officer succession planning is an important part of candidate selection. Current Board Members 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 will be 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 the 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.