NOMINATIONS[1] PROCESS

SAMPLE COMMITTEE GUIDELINES

I. NOMINATIONS PROCESS

Committee Composition *(5 persons)*

- President Elect
- Immediate Past President
- Two Selected Past Presidents
- One Member Representing a Diverse Segment

Committee Responsibilities

The Nominations Committee is responsible for:

1. Throughout the year, proactively promote awareness of leadership opportunities. This may include activities such as contributing articles; raising the awareness of members at meetings, and assisting staff in plans to publicize leadership opportunities.

2. Review the nominations received, screening the applicants, and providing the Board of Directors with at least two qualified candidates to consider per vacant position.

3. Explain the board responsibilities and conflict of interest requirement prior to asking a candidate to consider serving.

4. Maintaining accurate minutes and notes of all committee meetings.

5. Other activities that may appointed to the committee.

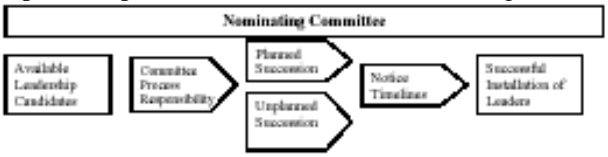
Procedures

1. Committee identifies and vets candidates' for submission at the requested board meeting.

   a. Vetting means that the committee discusses the position with the person s/he is going to suggest as a candidate, and gets a tentative commitment.

   b. Information is transmitted for understanding by the candidates, i.e. non-disclosure/confidentiality statement, conflict of interest, etc

[1] Often identified as the **Leadership Development Committee** with broader responsibilities.



2. The nominations procedure, nominator form, Board position descriptions and qualifications on the website to promote member awareness, engagement and transparency.

3. A call for nominations in the monthly newsletter, with a reminder in the next edition.

4. Qualified members may self-nominate through a prescribed process and adherence to the timeline.

5. Current board members interested in serving a second term must follow and respect the nominations process in the same way as all candidates.

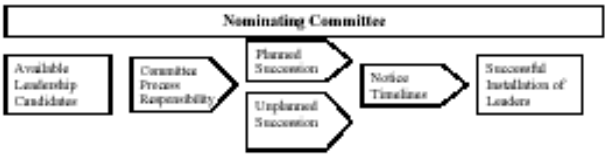
6. Upon receipt of a nominee form, the candidate will be referred to the "Members Only Section" of the website for the following information:

   a. Candidate Nominee Form (All candidates will submit new Candidate Nominee Forms each year and must be nominated by a Nominator each year.)
   b. Deadline for returning this form to the Nominations Committee
   c. Bylaws
   d. Strategic Plan
   e. Board position description
   f. Summary of commitments covering time, expenses, number of meetings, how the Board functions, terms, etc.
   g. Time line for nominations process
   h. Conflict of interest information

7. Staff will forward all Candidate Nominee Forms to the Nominations Committee. Each committee member will review them individually. The list of candidates will be divided among the Nominations Committee so that each candidate receives separate calls from 2-3 of the committee members. A script and set of questions will be provided to the committee so that each candidate is told and asked the same things. A teleconference will then be held arranged with the full committee to discuss the results of the interviews. <u>The Nominating Committee must provide at least two viable candidates per vacant position to the Board for consideration.</u>

8. The Nominations Committee interviews with candidates will cover the following:

   a. Review of the submitted Candidate Nominee Form for any clarifications and for factual checks.
   b. Review of why the candidate is interested in serving
   c. Discussion of whether they are committed to serving in a volunteer capacity after reviewing all of the supporting materials.
   d. A review of the Board of Directors position description
   e. The opportunity to ask any questions from the materials received



f. Discussion of their willingness to participate in other leadership roles in organization, e.g. task force, committee or project chair.

9. After the board has approved a slate - and before the slate becomes public - the Chair of the Nominations Committee will contact all persons who completed a Candidate Nominee Form. The Chair will:

   a. Thank the individual for being interested in serving in a leadership role
   b. Inform them of the results of their application
   c. If not included on the current Board, will ask if they have a sense of whether or not they would like to be included the following year in the candidate pool
   d. Advise the person if they have been selected for another leadership role in the coming year

10. The staff will publish the proposed slate to the membership according to the deadlines required for notice of the nominations and election.

General Directives to the Nominations Committee and Board of Directors

1. To sustain leadership, the Board should find assignments for all persons, if they are interested, who are part of the candidate pool, because they have expressed interest.

2. An information sheet and/or resume should be kept in the Nominations Committee file on all candidates that records the interactions with each person so that conversations and future intentions do not get lost year to year.

3. The Nominations Committee should be cognizant and strive for a mix on the Board that represents **diversity** (skill set, practice setting, geography, experience, race, preferences, age, disability, etc.)

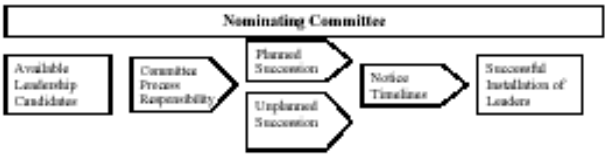
II. Unplanned Board Vacancy

1. In the case of an unexpected vacancy on the Board of Directors, the bylaws will govern how this will be handled. It is critical that the bylaws be carefully followed.

2. In the case of a Director, the Board will contact the Nominations Committee, who will refer to the most recent list of candidates for nomination. The Nominations Committee will meet by teleconference, or in person, to narrow the candidates to two nominees. The Committee, as a whole, will call them to verify their continuing interest in being a Board member. Once confirmed, the Committee will submit two names to the Board for a vote.

3. If the president elect position is vacated for any reason, the position shall be filled immediately by vote of the Board from the eligible directors.

4. If the presidency is vacated, the president elect shall automatically assume the president's role



for the remainder of the term, and shall be eligible to continue through his/her own appointed term as president.

III. Election of Officers and Board Responsibilities

1. Election of Treasurer

   The election of the treasurer will take place at the Winter Board meeting. The treasurer will be selected from Directors with at least one year of service on the Board.

2. Election of President Elect

   The President Elect shall be elected from eligible Directors and must have at least one full year of service on the Board. This includes all Directors with one to six years of service. The election shall occur at the Summer Board meeting. The Nominating Committee is responsible for submitting a name for President-Elect with the slate for Directors. If the Board does not accept their recommendation, they can open the floor for nominations. Those Directors eligible and interested in running for a second term should submit a nomination to the Nominations Committee under the established procedures.

IV. Confidentiality

1. The Nominations Committee, Board of Directors and staff will not share information about nominees.

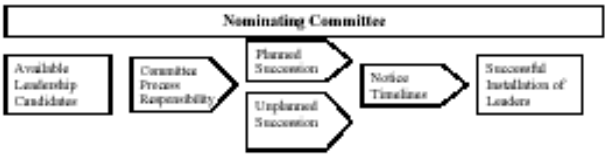
2. All Board members can see the full slate of potential nominees including those not selected for presentation to the Board.

3. Members will only be presented with the slate of nominees approved by the Board. The full slate of candidates will not be shared with members.

V. Locating Good Leadership Candidates

1. Along with the nominee form that is presented to the membership, the position description and qualifications should be included. This will help educate the members about the work of the Board, as well as aid in their thinking about potential nominees' qualifications.

2. To increase the awareness of the nomination process, a rollout campaign should occur at the Annual Meeting and in the spring newsletter.



VI. OTHER DUTIES OF THE COMMITTEE

1. Facilitate annual leadership orientation meetings.
2. Update the Board of Directors leadership manual.
3. Conduct a board evaluation.
4. Other requests assigned by the Board or President.

NOMINATIONS PROCESS SAMPLE 8-09.DOC
Adaptation with Permission 7-09

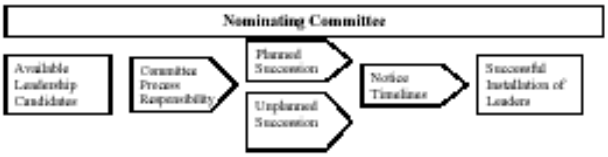
Source: Website: www.createthefuture.com

Board of Directors Nomination Form

This form can be used by anyone to nominate individuals to serve on the ABC, Inc. board. Please return the completed form to the ABC, Inc. Board Development Committee.

NOMINEE: _____
Employer and Title: _____
Address: _____
City: _____State:_____Zip:_____
Phone: (W)(_____)_____(H)(_____)_____
Recommendation for: ❑ Board ❑ Committee: _____
Describe skills and talents of the nominee:

To your knowledge, what access to resources does this nominee possess?

Why are you recommending this person?

Nominator:_____ Date:_____
Source: Management Cornerstones, Inc. Milwaukee, WI