



## Board of Trustees Nominating Procedure Policy

Approved by The Board of Trustees

Name of the Board President:

Approval Date:

Revision History: None

### Purpose

This policy defines the roles and responsibilities of the BOT and the Nominating Committee (NC) in procuring a slate of candidates for open positions on the BOT.

In accordance with the UUCCV By-laws, the BOT will appoint a Nominating Committee (NC) which will procure a slate of candidates for open positions on the BOT.

### BOT Role and Responsibilities

In accordance with the UUCCV By-laws, the BOT appoints the NC, determines its chair, and chooses which member of the board will serve on the committee.

The board can suggest potential candidates and help the NC understand critical positions which need to be filled.

The BOT will notify the congregation of BOT openings with a small description of the requirements, asking those interested to contact the NC.

The BOT and NC will work by consensus to develop the strongest slate of candidates possible. They will consult *before potential candidates are contacted by the NC*.

## NC Role and Responsibilities

The NC begins its work with a review of UUCCV By-laws, Article IV - Governance, Section 1 - 7. (See attached)

The NC plans a meeting schedule and determines potential candidates.

The NC weighs these questions when considering candidates:

### Does the candidate

- Fulfill the eligibility requirement in accordance with the by-laws?
- Have the desire to serve and the time to dedicate to this position?
- Understand Unitarian Universalism?
- Attend regular Sunday services and other events?
- Understand the work schedule of the board, including monthly meetings, optional monthly board conversations, board retreats, special meetings, and participation in BOT Sunday Services?
- Have a proven ability to work cooperatively with others?
- Demonstrate trustworthiness, including a history of following through with commitments?
- Have a willingness to work between board meetings on tasks that arise?
- Have the ability and determination to monitor board email correspondence regularly, preparing for meetings in advance by considering the agenda and accompanying materials?
- Have the ability to maintain confidences?
- Have the ability to read and understand budgets and financial plans?
- Have a willingness to become familiar with the all the policies and the operation of the organization?
- Have a willingness to work by consensus?

The NC will communicate its progress/concerns to the BOT.

### **Timeline for BOT and NC nominating process**

January Board Meeting — the board identifies the following year's needs for the BOT, begins formation of the NC, and begins a possible list of candidates to help the NC in its work. The board announces the vacancies to the congregation by the end of January.

February Board Meeting — The NC has been formed, met, and makes its first report to the board. Some candidates could be contacted.

March Board Conversation — The NC checks in with board officers and others present. Other candidates could be contacted.

March Board Meeting — The NC presents its final slate of candidates in preparation for the Annual Meeting in May. (Possible work continues into April.)

## Attachment 1: By-laws important to NC

### **FROM REVISED BYLAWS**

#### **Section 1: Members of the Board of Trustees**

*The BOT shall consist of five to seven voting members, President, President-Elect, Secretary, Treasurer, and one to three Trustees at Large. The minister serves as an ex officio non-voting member.*

#### **Section 2: Eligibility**

*Only members of the church (see Article VI) may serve as a member of the BOT.*

- A. Nominees must have been a member for a minimum of one year at the time of the annual meeting when they are elected to serve as Treasurer, Secretary, or Trustee.*
- B. Nominees must have been a member for a minimum of two years at the time of the annual meeting when they are elected to serve as President-Elect. This may be waived to a one-year period if a UUCCV member has been a member at another UU church for at least a year.*
- C. Only one member of a household is eligible to serve on the BOT at any given time, and first degree relatives may not serve at the same time.*

#### **Section 3. Nominations**

*The BOT will appoint a nominating committee, (See Article VII) which will procure a slate of candidates for the BOT to be presented to the membership for its consideration and vote at the annual congregational business meeting in accordance with the following subsections:*

- A. The President-Elect is elected for a two-year term every year. They will serve two consecutive years as follows:
  - 1. Year one: President-Elect*
  - 2. Year two: President**
- B. The Treasurer and one to two Trustees at Large are elected for two-year terms in even years. The Trustee(s) at Large position is only elected in the even years if there is a 6 or 7 member BOT.*
- C. The Secretary and one Trustee at Large are elected for two-year*

*terms in odd years.*

*D. At the annual meeting, nominations from the floor may be made for any open BOT office. Voting will then occur, and the candidate with a majority of votes is elected.*

*E. Any member appointed or elected to replace a departing member will serve until a new election occurs (see Section 5).*

**Section 4. Re-election**

*Any BOT member is eligible for nomination and election to any board position at the conclusion of their two-year term. The exception is the President and President-Elect, who may not serve two consecutive terms in that position. No BOT member may serve more than four consecutive years on the BOT. The Secretary shall track terms served.*