

Business Practice – Trustee Nomination Committee and the Election

The Association Bylaws require an annual charging of a Committee to seek qualified nominations from candidates for Trustees whose term is expiring and or whose positions have become vacant. This business practice provides the process to charge the Committee, considerations in identifying individuals qualified for nomination and how and when the nominations are conveyed to the Board and subsequently the members. In addition, this practice provides procedure for election voting processes.

Purpose

Our nonprofit Association desires and deserves a committed, knowledgeable, and effective board of Trustees. The presiding Trustees will support an ongoing “Committee of the Board”, specifically charged with identifying qualified candidates from which the Committee will report its recommended nomination(s) for vacant and or expiring Trustee positions. Nomination(s) will be included in the election secret ballot with clear and concise instructions and subject to vote by the members as whole of the Association. The recommendations of the Nomination Committee do not prohibit nominations from the floor and or write-in Candidates on a Ballot. This business practice adopts the Roberts Rules of Order method of using a “nomination committee” and methods for ballot voting.

Construct and Charge the Nomination Committee

The Nomination Committee is a Committee of the Board, with the selection of its chairman and its members appointed by a vote of seated Board of Trustees. It is the one case in which the President of the Board does not have executive authority in appointments of the Committee chairman or its members. In addition, the President of the Board or any seated member of the Board may not be part of the Nomination Committee. Qualifications for being a Committee member include being a representative member of membership as a whole (so as to be inclusive of a balanced diversity and interests’ membership wide) and having a working knowledge of Board members’ fiduciary duties and obligations. Members who have successfully served as former Board members in any organization are desired. The Committee members will be confirmed by a meeting of the Board no later than 3 months prior to the Annual General Election. The number of Committee members shall be no less than 3. The Nomination Committee chairperson will communicate with the President of the Board of Trustees on all matters to include the final Nomination Report.

Gathering of Candidates for Vacant Board Positions

The Board shall ensure that the membership is given notice that vacant positions are becoming open and encouraging members to express interest. Members will be considered following their written response to the Secretary expressing their intent to seek nomination. The announcement shall start no later than 90 days prior to an Election event typically the Annual General Meeting. Interim elections or later in the game

vacancies may require less time for candidate identification and or a separate election. As potential candidates come forward their intent will be communicated to the Nomination Committee by the Secretary. The period for consideration shall close 30 days prior to an Election event. Any conflicts or unique circumstance with time frames will be ruled on by the Board of Trustees.

Nomination Committee Initiation and Deliberations

Once formed and charged, the Nomination Committee shall review qualifications of all members who wish to seek a vacant or expiring Board position. This phase shall start no later than 45 days prior to an Election event.

In selecting qualified candidates, the Committee should consider the current needs of the Association as well as the talents and characteristics of current and prospective board members. Areas to consider include:

- Personal qualities such as enthusiasm, creativity, passion for the Association and interpersonal skills,
- Skills and knowledge in areas such as marketing, evaluation, human resources, legal affairs, finance, fundraising, management, engineering, leadership, and the organization's service area(s),
- Demographics such as age, gender, and race/ethnicity and,
- Exposure and Awareness of the perspectives and wishes of those being served by the Association.

During its deliberation the Committee may interview a candidate to explore their qualifications further, their specific interests and availability of commitment to serve. Candidates may be requested to offer a brief letter of their qualifications, what they offer and what they intend to do similar to what is verbally expected from a Nominee(s) at the Annual General Meeting and or any other election event.

Recommendations for Nomination

The Committee shall review the qualifications and select one or more for nomination from those who have expressed written notice and provide a Committee report to the Board of Trustees. If there is faction of the Committee that insists on another candidate for Nomination it may be offered for any vacancy being voted on. Recommendations from the Committee does not preclude a nomination from the floor however a floor nomination must be prepared to have their support in place prior to the commence of voting and mailing of Ballots to the Members as a whole. The Committee's Nomination(s) shall be submitted to the Board no later than 20 days prior to the Annual General Meeting or an election event. In the event a Nominee withdraws within the 20 day window the Board shall either postpone the election and or go back to the Committee for the next qualified nominate which may or may not include any nominee offered by the minority members of the Nomination Committee.

The Nomination Committee may encourage candidates not selected to focus on specific areas and or participate in Association working groups/parties, Association Goals attainment, ad hoc or standing committee efforts and or participate in continuing education programs for Non profit Boards and apply in the next election cycle. Candidates not selected will be notified. A final list of Nominations shall be forwarded to the Board and such list be included in the development of Secret Ballot no later than 15 days before the Election event.

During the Annual General Meeting the President will ask if there are any nominations from the floor. If there are the nomination there is no need of a second to a motion, however the nominee must be present to address the members present on their qualifications and intended contributions for service as a board member. When there are no more nominations from the floor the nominations process will be closed.

Discharge of the Nomination Committee

Upon transmittal of the Nomination Committee Report to the Board of Trustees the Nomination Committee will thanked for their effort and discharged.

Election of Trustees – The Ballot

Electing new Trustees will be executed using a secret ballot with clear and concise instructions and as defined in the Policies and Bylaws. There will be one blank line open on the ballot for each vacant position for either a write in and or a floor nomination. The members not present yet completing Ballots will not have the opportunity to hear floor nominations but may be aware of write in candidates. However, the polling period is open for a period of time identified in the Ballot instruction allowing for members to follow-up on floor nominations.

The Secret Ballot will contain all the issues before the members for acceptance or rejection and include those individuals nominated by the Nomination Committee plus one blank line for each vacant position to accommodate floor nomination or write-ins.

Election of Trustees – Voting

The voting of Trustees shall use the method of one vote per Nominee of choice for each vacancy listed. As an example if there are two or more vacant positions on a ballot then the voter must place their one check next to the Nominee of their choice (nominee or write in) for each position.