

Policies and Procedures for the Nominating Committee

UUCV By-Laws:

NOMINATIONS AND ELECTIONS

A Nominating Committee consisting of a chair and at least two, but not more than four, additional members shall be elected by the Congregation at the Annual Meeting. No more than one member of the Nominating Committee can be a current Board member.

The President shall advise the Nominating Committee chair of the number of vacancies on the Board and shall conduct the actual election.

The Nominating Committee shall nominate at least one candidate for each vacancy on the Board, and candidates for the Nominating Committee for the following year. Consent of the nominee must be obtained by the Nominating Committee before that name is placed in nomination. Candidates' names and the term lengths for which they are running shall be announced in the congregational newsletter; names and term lengths shall be announced from the pulpit by the Nominating Committee no later than three weeks prior to the Annual Meeting of the Congregation.

Additional nominations of candidates for trustees may be made at or prior to the Annual Meeting by delivering a letter signed by at least three members to the President, Clerk, or any member of the Nominating Committee. The letter shall include the name of the candidate and the term of office. In all cases, consent of the nominee must be obtained before a name is placed in nomination. Announcement of the additional candidates, if any, shall be made no later than three weeks prior to the Annual Meeting to the extent possible.

See next page for additional Nominating Committee guidelines

Additional Nominating Committee Guidelines:

1. The Board President will convey to the chairperson of the committee, any special skills the board is looking for from possible candidates. (Example, accounting or similar knowledge to fill a vacant Treasurer position.)
2. At the opening of the nomination process each year, the Nominating Committee should inform the congregation through verbal and written announcements.
3. A nominee should be a member of the congregation for at least two years and exhibit consistent support of the congregation.
4. It is recommended the Nominating Committee chairperson present potential candidates to the Board President, the minister, and the chairperson of the Safer Congregation Response Team for additional input before approaching each candidate.
5. Members of the Nominating Committee, anyone consulted in the nominating process, and the candidates will keep nominee names confidential until the candidates are officially announced. This should be emphasized to the potential candidates.
6. The Nominating Committee will present each nominee with the following documents for candidates to review before accepting a nomination:
 - a. The UUCV Board of Trustees Covenant and UUCV Covenant of Right Relations
 - b. A written job description for board members at large

(Copies of each document can be obtained from the UUCV Policies, Procedures and Job Responsibilities Handbook)

7. If a potential candidate is not a good fit to serve on the board, a representative from the Nominating Committee should thank the candidate for their willingness to serve but should not provide specific details about why the person was not selected for board service.