



Policy Location: N-1 Created: 1/17/2024
Title: Nominating Committee Revised: (date)
Policy Owner: Board of Directors – Nominating Committee Reports to Congregation
Associated Documents: Associated Documents: Bylaws Article VIII Nominating Committee
Last Reviewed:

Policy

Function:

To nominate candidates for Board and Nominating Committee members. To present the slate to the congregation at the annual meeting of the congregation.

Duties:

1. Develop and organize descriptions, responsibilities, and duties of the committee.
2. Chair and/or Committee members meet with Board, Minister, and Staff as appropriate to:
 - a. Determine what issues need to be addressed in the next one to three years
 - b. Determine what skills, backgrounds, and interests might be most needed in new Board members
 - c. Ask for recommended candidates for Nominating Committee
3. Collaborate with the church office to gather biographical information, photos of potential candidates for the Board and Nominating Committee and share that information with the congregation as appropriate.

Organization:

1. The Committee is composed of six (6) members, including the Chair.
2. Committee members are selected by the Nominating Committee and approved by the congregation at the annual meeting to serve a two-year term, renewable once.
3. The Chair is selected by the Nominating Committee from among the members of the committee and serves for a term of two (2) years.
4. Spouses, significant others and/or immediate family members of committee members cannot simultaneously serve on the Nominating Committee.

Procedure



Meetings and Reports:

1. A list of Nominating Committee members will be submitted to the Board and church office after the annual meeting.
2. The Nominating Committee is not required to report to or consult with the current board members during the process of identifying a slate of nominees for elective offices.
3. The committee will meet several times throughout the year as needed.
4. Minutes of each meeting will be prepared and distributed to committee members and the church office.
5. If needed, an annual budget will be submitted to the Minister, Board or Financial Stewardship Team.
6. An annual report will be submitted in May for the annual meeting in June.