

Nominating Committee Overview

Objective

The objective of the Nominating Committee is to submit a slate of candidates for church leadership positions. This slate will be voted on at the May Congregational Meeting.

If a Board position needs to be filled in the middle of a term because a Board member is unable to complete his/her term, the Nominating Committee will be asked to find someone to fill that position. The Board can then approve the candidate. No congregational vote is needed.

The Nominating Committee is a discerning body which balances the needs of the congregation with the possibility of self-nomination.

Committee Members

The Nominating Committee consists of three members. One member is selected each year for a term of three years. The person serving the second year of their term will be the chair of the committee.

Slate of Positions to Fill

The Nominating Committee needs to find nominees for Vice President, Endowment Committee Member and Nominating Committee Member every year. Also either a Secretary or a Treasurer is needed as well as 2 of the 4 Board Liaison positions. The Nominating Committee is encouraged to nominate someone for the Youth Board member position. The youth board member must be between the ages of 16 and 22. This is an optional position. See the Table below to determine the slate for the current year:

Position	Term length	Slate for May congregational meeting for even years e.g., 2014, 2016	Slate for May congregational meeting for odd years e.g., 2015, 2017
Vice President	3 years total – moves to President and then Past President	Yes	Yes
Secretary	2 years	No	Yes
Treasurer	2 years	Yes	No
Administration Liaison	2 years	No	Yes
Programs Liaison	2 years	Yes	No
Membership Services Liaison	2 years	No	Yes
Religious Education Liaison	2 years	Yes	No
Endowment Committee Member	3 years	Yes	Yes
Nominating Committee Member	3 years	Yes	Yes
Youth Board Member - age 16 – 22 (optional)	1 year	Yes	Yes

Relationship to the Lay Leadership Committee

The Lay Leadership Committee will perform an advisory role to the Nominating Committee and assist them with identifying qualified candidates.

Tasks / Timeline

The nominating committee's responsibilities include the following tasks:

- In the November or earlier issue of the UU newsletter place an announcement requesting suggestions for people to fill the open positions (Note that the newsletter deadline is the 18th of the previous month.). You may also wish to make a worship service announcement in November. You can allocate a worship service announcement slot via the Sunday volunteer calendar.
- Come up with a prioritized list of candidates for each open position. Meet with candidates and provide each candidate with a current job description. You can direct candidates to the Board member job descriptions on the web at: <http://www.uueauclaire.com/Content/Leadership%20Content/LeaderText/BoardJobs.pdf>. You can also get to the Board job descriptions by navigating to the "Board Job Descriptions" Link on the Leadership page of the UUC web site.
- It is recommended that the slate of candidates be available to the Board at the March Board meeting.
- Publish the slate of candidates in the April Newsletter. Note that our Bylaws require that the slate be available at least two weeks before the May Congregational meeting when the congregation votes on the slate.
- The following are considerations for nominations from the floor. At the Congregational Meeting, nominations will be accepted from the floor. This is required by Robert's rules of order. When the slate is published in the April Newsletter the article needs to include the information that nominations will be accepted from the floor. Nominees from the floor must consent to the nomination and can provide written approval if they can't attend the meeting.
- Submit a report from nominating committee for the annual report document in April.