

## Nominating Committee

### ***Purpose***

The Nominating Committee presents to the Meeting for Business the names of candidates for all committees and other positions necessary to carry out the functions of the Meeting.

### ***Committee Selection***

Members of the committee are nominated by the “Naming Committee,” an ad hoc committee of three people. The names of the three proposed members of this committee are suggested by the Clerk at the September Meeting for Business and after discussion approved by the Meeting. The Naming Committee brings to the November Meeting for Business names of individuals for the Nominating Committee Clerk and new members, in order to season and seek final approval by the December Meeting for Business.

### ***Qualifications***

In Faith and Practice published by Pacific Yearly Meeting in 2001, this advice appears on page 149, paragraph two:

In general, non-members do not serve as officers, as members of the Worship and Ministry, Care of the Meeting or Nominating Committees, or as Clerks of most committees. Occasionally, Meetings find it wise to make an exception....

Friends asked to serve have experience with our Meeting and have served successfully on at least one other committee. The Clerk of the committee is normally a member of the Meeting; however, Meeting for Business has minuted that an attender with extensive experience with our Meeting and some experience with the committee can serve as Clerk if the Meeting is so led. Friends serving on the Nominating Committee are expected to be comfortable talking to people and to be familiar with as many Meeting members and attenders as possible.

### ***Size***

Nominating Committee normally consists of up to **eight members and/or attenders**.

### ***Term & Duration***

The term of service is the calendar year, **January 1 through December 31**. Usually, committee members agree to serve for **two or three years and have overlapping terms** to ensure continuity in the nominating process. The Clerk serves for one year at a time as Clerk, but may be re-nominated and approved by Meeting for Business for a second year.

### ***Specific Responsibilities***

- (1) The Nominating Committee **meets in worship seeking divine guidance in discerning** how the gifts of members and attenders may best serve the Meeting. Members of the Nominating Committee **talk with active members and attenders** to establish the slate of candidates. Nominations are made with a balanced regard for proven experience, potential leadership, continuity, and full use of the resources of the meeting, as well as individual preferences. The committee is encouraged to be bold, giving opportunities to younger Friends and to those more recently arrived, and encouragement to those who underestimate their own potential for service.

- (2) The Nominating Committee is responsible for **maintaining an updated hard copy and electronic file of job descriptions** for committees, officers, and representatives of the Meeting. The committee periodically will ask those serving on various committees and in other positions to revise and review such job descriptions. Substantial changes should be brought to the Meeting for Business by the relevant individual or committee. Copies of job descriptions will be provided to new committee clerks, officers and representatives.
- (3) Because the Care of the Meeting Committee is responsible for the care of members and attenders of the Meeting and the health of Meeting committees, the Nominating Committee **may bring to Care of the Meeting Committee concerns that have emerged** from interviews with members and attenders during its search for candidates. Nominating, Mutual Care, and Care of the Meeting Committees should keep one another informed if they learn of individual or committee issues that should be addressed.
- (4) Nominating Committee is **very busy from January through May**, when committee members talk with active Meeting members and attenders at least once. It usually begins meeting weekly. Meetings are much less frequent (monthly or less) the rest of the year to fill vacancies and deal with its other committee responsibilities.
- (5) Occasionally the Nominating Committee may find it difficult to fill a position or positions, in which case the committee should bring that concern to the Clerk of Meeting, and/or the Meeting for Business.
- (6) The committee **reads and responds** to Advices and Queries as directed by Worship and Ministry Committee and presents a response to Meeting for Business.
- (7) At the completion of the nominating cycle, the committee **prepares a report** to bring to Meeting for Business. Drawing from interviews and its collective reflections, the Committee will identify Meeting's areas of weakness and areas of strength, and may generate recommendations for action in the report.
- 8) After the slate has been completed by Nominating Committee, presented to Meeting for Business, seasoned and approved, Nominating Committee will **provide the Communications Committee with the slate** for publication on the website and Listserv, and will update the slate if changes occur.

*Revision approved by Nominating Committee 7/2015*