

NOMINATING COMMITTEE CHARTER
(Effective Date: November 19, 1996)

I. NOMINATING COMMITTEE

The Nominating Committee is a standing committee whose function is to propose candidates for all elected positions so that UUCSS can function effectively.

II. GUIDING RATIONALE

The Nominating Committee is dedicated to ensuring that the Board, Council, and Nominating Committee members have the skills and information necessary to perform the tasks entrusted to them by the congregation so that UUCSS realizes its full potential.

III. PURPOSE OF COMMITTEE

The purpose of the Nominating Committee is to:

1. Assist the congregation with staffing all elected positions;
2. Assist the Board in its annual self-evaluation in order to determine what qualifications would be most useful for new members to bring to the Board; and
3. Identify and nominate candidates for all elected positions, keeping in mind the particular needs of each body for a balance of skills, backgrounds, and experience.

IV. NOMINATING COMMITTEE MEMBERSHIP AND TERMS OF SERVICE

The Nominating Committee shall consist of 5 members elected by the congregation who shall serve for staggered 2-year terms. One member will be the past Board president, if possible. The Nominating Committee shall elect its own chair, who shall take office in January and have been a member of the Nominating Committee for the prior year.

V. FREQUENCY OF MEETING

The Nominating Committee shall meet on a monthly basis, or as needed to fulfill its purpose.

VI. SPECIFIC TASKS AND ANNUAL REPORTING SCHEDULE

1. At least three months before the Annual Meeting (September), the Nominating Committee shall be advised by the Board of positions and task descriptions required to carry out the work of the Congregation in the forthcoming church year.

The Nominating Committee shall then begin to seek candidates for the Board willing to assume the designated responsibilities.

For assuming office in even-numbered years, candidates for the following offices shall be nominated: Board President, three At-Large Trustees, Program Council Secretary, and three Nominating Committee Members.

For assuming office in odd-numbered years, candidates for the following offices shall be nominated: Three Board Vice Presidents (Corporate, Program, Finance), board Secretary, one At-Large Trustee, Program Council Vice Chair, and two Nominating Committee Members.

2. At least two months before the Annual Meeting (October), the Nominating Committee shall solicit from the Congregation suggestions for nominees.

3. At least one month before the Annual Meeting (November), the Nominating Committee shall present to the Board and then publicize to the Congregation a slate of one or more candidates for each office to be filled, including the succeeding Nominating Committee.

4. By December 15, to review and assist the Board orientation process for new Board members, possibly including an orientation event and written materials.

5. By January 15, to review the written exit interview form for Board and Council members completing the terms of office. Results of exit interviews will be transmitted to the Board in the form of recommendations where appropriate.

6. By June 15, to submit to the Board a detailed Board self-evaluation questionnaire, requesting completion by July; to draft a list of Board member and other position vacancies and needs for the coming year.

7. By September 15, to review the June self-evaluation and submit a report to the Board; to solicit from the congregation nominees for the Board, Council, and Nominating Committee.

8. Prepare an annual Nominating Committee notebook and other records as appropriate for transfer to and maintenance by each Nominating Committee Chair.